



ICCF Rules

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Working draft

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1 Overview of the ICCF

1.1 Introduction

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

1.2 ICCF tournaments

The correspondence chess tournaments of the ICCF are divided into:

- championship tournaments;
- promotion tournaments;
- cup tournaments;
- norm tournaments;
- Champions League;
- special tournaments, including super-regional tournaments.

1.2.1 Championship tournaments

1. The ICCF championship tournaments comprise:

- (a) World Correspondence Chess Championship (WCCC), for individual players;
- (b) Correspondence Chess Olympiad (World Championship for National Teams);
- (c) World Chess960 Correspondence Chess Championship (Chess960 WCCC), for individual players.

2. The World Correspondence Chess Championship (WCCC) comprises preliminaries, semi-finals, candidates' tournaments and finals.

3. The preliminaries, semi-finals and candidates' tournaments comprise separate sections, normally played on the ICCF webserver.

Qualifications achieved in postal tournaments may be used in webserver tournaments.

4. The organization and scheduling of ICCF championship tournaments are the responsibility of the ICCF Title Tournament Commissioner. The general schedule shall be reflected in the ICCF tournament calendar, and the ICCF Title Tournament Commissioner shall report on these tournaments to Congress. Where operational changes are required, they shall be coordinated as appropriate with the World Tournament Director and the Executive Board.

Announcements of championship finals shall be published no later than four months before their start.

5. The preliminaries, semi-finals and candidates' tournaments shall normally start annually on a fixed date.

Entries must be submitted to the ICCF Title Tournament Commissioner no later than the date stated in the tournament announcement.

In case of emergency, the ICCF Title Tournament Commissioner may extend the entry deadline or bring forward the start of the tournament.

The division into groups in the preliminaries, semi-finals and candidates' tournaments is carried out by the ICCF Title Tournament Commissioner with the aim of producing groups of equal strength.

All necessary information concerning title norms and qualification provisions shall be provided before the tournament starts.

6. The ICCF Title Tournament Commissioner shall provide national delegates with an up-to-date list of all players who have achieved the relevant qualification when the announcement of each WCCC stage is published.

7. Qualifications for the preliminaries, semi-finals, candidates' tournaments and finals obtained in accordance with this part of the ICCF Rules may be used only once.

The special qualification provisions based on World Champion titles, ICCF titles or rating points may each be used once per calendar year and only at the appropriate level or stage.

Only one qualification for a further World Championship stage may be obtained from one preliminary, semi-final or candidates' tournament.

Qualifications based on tournament results are valid for three years from the end of the tournament in which the qualification was obtained. When a player obtains an additional qualification at the same level while still holding one or more valid and unused qualifications at that level, the validity period of the newly obtained qualification is extended by one year for each such qualification already held. The validity period so determined is calculated from the end of the tournament in which the new qualification was obtained and is not subsequently affected by the use or expiry of any other qualification.

A half qualification is valid for three years from the end of the tournament in which it was obtained.

If a second half qualification is obtained during that period, the resulting full qualification is valid for three years from the end of the tournament in which the second half qualification was obtained.

The Ladies Grandmaster and Ladies International Master titles do not entitle their holders to participate in the World Championship semi-finals or candidates' tournaments.

8. ICCF ratings referred to in these Rules may be taken from any rating list published during the 12 months preceding the start of the tournament.

This period concerns ratings first published during those 12 months, and not merely ratings that were valid during that period.

9. Ties shall be broken when determining qualifications for the WCCC preliminaries, semi-finals, candidates' tournaments and finals.
10. In each calendar year, each member federation may nominate two players for the WCCC preliminaries or semi-finals.

Additional member federation nominations are allowed according to the number of members or associated players declared for the previous year:

- 200 or more: one additional nomination;
- 500 or more: two additional nominations;
- 1,000 or more: three additional nominations;
- 2,000 or more: four additional nominations;
- 5,000 or more: five additional nominations.

Member federation nominations shall be allocated to either the preliminaries or the semi-finals according to the players' ratings.

For the purposes of these Rules, *RD* means rating deviation.

Players with ratings below 2400, whether fixed ($RD \leq 120$) or unfixed ($RD > 120$), shall be allocated to the preliminaries.

Players with ratings of 2400 or above shall be allocated to the semi-finals.

11. On special and exceptional occasions, the ICCF Executive Board may announce special tournaments providing qualifications for the preliminaries, semi-finals, candidates' tournaments or finals.

The precise qualification conditions shall be specified in the announcement of the particular tournament.

The ICCF Executive Board shall also decide on any application for qualification not covered by this regulation.

1.2.1.1 Preliminaries of the World Correspondence Chess Championship

1. The following players shall obtain a full qualification to enter a WCCC preliminary section:

- (a) Participants in one of the previous or ongoing WCCC candidates' tournaments who scored at least 40% of the possible points, provided that they did not obtain a higher qualification.
- (b) Participants in one of the previous or ongoing WCCC semi-finals who scored at least 50% of the possible points, provided that they did not obtain a higher qualification.
- (c) Participants in one of the previous or ongoing WCCC preliminary sections who finished in third or fourth place, or scored at least 60% of the possible points, but did not qualify for a WCCC semi-final.

- (d) Winners of ICCF World Tournaments in the master class.

- (e) Participants in one of the previous or ongoing ICCF World Cup finals who scored at least 50% of the possible points.

This provision does not apply to the ICCF Veterans World Cup, Chess960 World Cup or World Team Cup tournaments.

- (f) Participants in one of the previous or ongoing recognized European or Rest of the World Championship finals with a tournament average rating of 2451 or higher who scored at least 50% of the possible points.

This also applies to participants in one of the previous or ongoing recognized Zonal Championship finals with a tournament average rating of 2451 or higher who scored at least 50% of the possible points.

The reference to Zonal Championships is retained because some qualifications obtained before the abolition of the zones may remain valid during the transitional period.

- (g) Participants in a recognized European or Rest of the World Championship final with a tournament average rating of 2450 or lower who finished in third or fourth place, or scored at least 60% of the possible points.

This also applies to participants in recognized Zonal Championship finals with a tournament average rating of 2450 or lower who finished in third or fourth place, or scored at least 60% of the possible points.

The reference to Zonal Championships is retained because some qualifications obtained before the abolition of the zones may remain valid during the transitional period.

- (h) Players entered through their national organization who, at the time of nomination, have a rating below 2400, whether fixed ($RD \leq 120$) or unfixed ($RD > 120$).

- (i) Holders of the International Master title with a rating above 2300.

- (j) Holders of the Senior International Master title with a rating above 2250.

- (k) Holders of the Grandmaster title.

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

2. The following players shall obtain a half qualification to enter a WCCC preliminary section:

- (a) Players who finish in second place in a master class group.

3. A WCCC preliminary section shall normally consist of 13 participants.

The ICCF Title Tournament Commissioner may increase the number of participants to 15 or 17.

Normally, no more than 30 preliminary sections shall be started in each year.

4. Any player with a fixed rating of 2400 or above ($RD \leq 120$) may apply to enter a WCCC preliminary section.

The highest-rated applicants shall be accepted only when necessary to complete a section whose number of entries is not a multiple of 13, 15 or 17.

1.2.1.2 Semi-finals of the World Correspondence Chess Championship

1. The following players shall be entitled to enter a WCCC semi-final:

- (a) Participants in one of the previous or ongoing WCCC finals, provided that they did not obtain a higher qualification.

- (b) Participants in one of the previous or ongoing WCCC candidates' tournaments who scored at least 50% of the possible points, provided that they did not obtain a higher qualification.

- (c) Participants in one of the previous or ongoing WCCC semi-finals who finished in third or fourth place, or scored at least 60% of the possible points, but did not qualify for the candidates' tournament.

- (d) The first- and second-placed players from a WCCC preliminary section.

- (e) Participants in a final of the ICCF World Cup Tournament who finished in third or fourth place, or scored at least 60% of the possible points.

This provision does not apply to the ICCF Veterans World Cup, Chess960 World Cup or World Team Cup tournaments.

- (f) Participants in one of the previous or ongoing recognized European or Rest of the World Championship finals with a tournament average rating of 2451 or higher who finished in third or fourth place, or scored at least 60% of the possible points.

This also applies to participants in one of the previous or ongoing recognized Zonal Championships with a tournament average rating of 2451 or higher who finished in third or fourth place, or scored at least 60% of the possible points.

The reference to Zonal Championships is retained because some qualifications obtained before the abolition of the zones may remain valid during the transitional period.

- (g) The two highest-placed players from a recognized European or Rest of the World Championship final with a tournament average rating of 2450 or lower, provided that they scored more than 50% of the possible points.

This also applies to the two highest-placed players from recognized Zonal Championships with a tournament average rating of 2450 or lower, provided that they scored more than 50% of the possible points.

The reference to Zonal Championships is retained because some qualifications obtained before the abolition of the zones may remain valid during the transitional period.

- (h) Players entered through their national organization who, at the time of nomination, have a rating of 2400 or higher.

- (i) Holders of the correspondence chess international master title with a fixed rating above 2500 ($RD \leq 120$).

- (j) Holders of the correspondence chess senior international master title with a fixed rating above 2450 ($RD \leq 120$).

- (k) Holders of the Grandmaster title with a rating above 2400.
 - (l) Players with a fixed rating above 2550 ($RD \leq 120$).
2. A WCCC semi-final section shall normally consist of 13 participants.
The ICCF Title Tournament Commissioner may increase the number of participants to 15 or 17.
Normally, no more than 18 semi-final sections shall be started in each year.
3. Any player with a fixed rating of 2450 or above ($RD \leq 120$) may apply to enter a WCCC semi-final section.
The highest-rated applicants shall be accepted only when necessary to complete a section whose number of entries is not a multiple of 13, 15 or 17.

1.2.1.3 Candidates' tournament

1. The following players shall be entitled to enter a WCCC candidates' tournament:
- (a) Participants in one of the previous or ongoing WCCC finals who scored at least 50% of the possible points, provided that they did not obtain a higher qualification.
 - (b) Participants in one of the previous or ongoing WCCC candidates' tournaments who finished in second place, where exceptionally only one qualifying place for the final was available, or who finished in third or fourth place, or scored at least 60% of the possible points, but did not qualify for the final.
 - (c) The first- and second-placed players in each WCCC semi-final group.
 - (d) The first- and second-placed players in a final of the ICCF World Cup tournament.
This provision does not apply to the ICCF Veterans World Cup, Chess960 World Cup or World Team Cup tournaments.
 - (e) The first- and second-placed players from a recognized European or Rest of the World Championship final with a tournament average rating of 2451 or higher, provided that they scored more than 50% of the possible points.
This also applies to the first- and second-placed players from recognized Zonal Championships with a tournament average rating of 2451 or higher, provided that they scored more than 50% of the possible points.
The reference to Zonal Championships is retained because some qualifications obtained before the abolition of the zones may remain valid during the transitional period.
 - (f) All previous World Correspondence Chess Champions.
 - (g) Holders of the Grandmaster title with at least five grandmaster norms.
 - (h) Players with a fixed rating of 2600 or above ($RD \leq 120$).
2. A WCCC candidates' tournament section shall normally consist of 13 participants.
The ICCF Title Tournament Commissioner may increase the number of participants to 15 or 17.
Normally, no more than four candidates' tournament sections shall be started in each year.
3. Any player with a fixed rating of 2500 or above ($RD \leq 120$) may apply to enter a WCCC candidates' tournament section.
The highest-rated applicants shall be accepted only when necessary to complete a section whose number of entries is not a multiple of 13, 15 or 17.

1.2.1.4 Final of the World Correspondence Chess Championship

1. The following players shall be entitled to enter the WCCC final:
- (a) The first-, second- and third-placed players from one of the previous or ongoing WCCC finals.

- (b) The first- and second-placed players from the WCCC candidates' tournaments.

The ICCF Title Tournament Commissioner may vary this rule if, exceptionally, more than four candidates' tournament sections are started in one year.

Any such variation shall be stated in the tournament announcement.

2. The final shall normally consist of 17 participants.

3. A qualification for the final may be deferred only once.

Former World Champions are exempt from this restriction. They are entitled to enter one of the subsequent finals, provided that they express their interest in participating and request to be included no later than one month before the entry deadline.

4. If vacancies remain in a final after all qualified players who wish to participate have been included, the Executive Board may admit the next highest-placed eligible players from the previous final or candidates' tournaments.

This applies to players who failed to qualify solely on the basis of a tie-break.

The Executive Board may also award up to two discretionary places on the basis of exceptional international performance.

5. The title "World Correspondence Chess Champion" is awarded to the winner of the WCCC final.

Each World Champion shall be numbered according to the championship cycle concerned.

A World Champion retains the title permanently.

1.2.1.5 [Deleted]

The deleted material can be seen in previous editions of the ICCF Rules.

1.2.1.6 [Deleted]

The deleted material can be seen in previous editions of the ICCF Rules.

1.2.1.7 Correspondence Chess Olympiad (national team world championship)

1. The Correspondence Chess Olympiad shall be played as a team tournament and may be played only on the webserver.

Olympiad cycles shall begin in each calendar year divisible by four, for example 2020, 2024 and subsequent corresponding years.

The starting date may be set in June.

If, at the beginning of a year in which a new cycle is expected to start, the participants in some teams for the next final are not yet known, all decisive games shall be adjudicated by a group of strong and highly qualified players.

Those adjudicators must not belong to countries directly or indirectly involved in determining the participants in the final.

2. The number of players in each team shall be specified in the tournament announcement.

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

4. The final round shall normally consist of no more than 13 teams.

5. ICCF member federations that have fulfilled their financial obligations are entitled to enter one team each.

At the discretion of the ICCF Executive Board, combined teams consisting of players from countries with a low level of correspondence chess activity may also be admitted.

6. The first three teams in a final shall qualify for the final of the next Olympiad cycle.

7. The qualification rights from the preliminary round, together with the other organizational details, shall be determined by the ICCF Title Tournament Commissioner and approved by the Executive Board before the tournament begins.

1.2.1.8 Preliminaries of the World Chess960 Correspondence Chess Championship

A preliminary section of the Chess960 WCCC shall normally consist of 13 participants.

The following players shall be eligible to participate in the preliminaries:

- (a) Participants in one of the previous or ongoing Chess960 WCCC semi-finals who scored at least 50% of the possible points, provided that they did not obtain a higher qualification.
- (b) Participants in one of the previous or ongoing Chess960 WCCC preliminary sections who finished in third or fourth place, or scored at least 60% of the possible points, but did not qualify for a Chess960 WCCC semi-final.
- (c) Winners of ICCF Chess960 tournaments.
- (d) Participants in one of the previous or ongoing ICCF Chess960 World Cup finals who scored at least 50% of the possible points, provided that they have not previously used that qualification.
- (e) Any player with a fixed rating of 2300 or higher ($RD \leq 120$).

1.2.1.9 Semi-finals of the World Chess960 Correspondence Chess Championship

A Chess960 WCCC semi-final section shall normally consist of 13 participants.

The following players shall be eligible to participate in the Semi-finals:

- (a) Participants in one of the previous or ongoing Chess960 WCCC finals who did not finish in one of the first three places, provided that they have not previously used this qualification.
- (b) Participants in one of the previous or ongoing Chess960 WCCC semi-finals who finished in third or fourth place, or scored at least 60% of the possible points, but did not qualify for a Chess960 WCCC final, provided that they have not previously used this qualification.
- (c) Players who finished in first or second place in a Chess960 WCCC preliminary section.
- (d) Participants in a Chess960 World Cup final who finished in third or fourth place, or scored at least 60% of the possible points.
- (e) Any player with a fixed rating of 2450 or higher ($RD \leq 120$).

1.2.1.10 Final of the World Chess960 Correspondence Chess Championship

1. The participants in the Chess960 WCCC final shall be determined as follows.

For the first final, invitations shall be extended to the highest-rated players from the ICCF Chess960 rating list.

Invitations shall initially be extended to the first 15 or 17 players on the list and, if necessary, further down the list up to the 25th-ranked player in order to complete the field.

For subsequent finals, the following players shall be entitled to participate:

- (a) Players who finished in first, second or third place in one of the previous or ongoing Chess960 WCCC finals.
- (b) Players who finished in first or second place in a Chess960 WCCC semi-final.
- (c) Players who finished in first or second place in a Chess960 World Cup final.

2. The final shall normally consist of 17 participants.

3. A qualification for the final may be deferred only once.

Former Chess960 World Champions are exempt from this restriction. They are entitled to enter one of the subsequent finals, provided that they express their interest in participating and request inclusion no later than one month before the entry deadline.

4. If vacancies remain in a final after all qualified players who wish to participate have been included, the Executive Board may admit the next highest-placed eligible players from the previous final. This applies to players who failed to qualify solely on the basis of a tie-break.
5. The title “World Correspondence Chess960 Champion” is awarded to the winner of the Chess960 WCCC final.

Each World Champion shall be numbered according to the championship cycle concerned.

A World Champion retains the title permanently.

1.2.2 Promotion tournaments

1. Promotion tournaments shall be played in three classes:

- (a) open class;
- (b) higher class;
- (c) master class.

2. Master class tournaments shall consist of sections of 11 players.

Higher class and open class tournaments shall consist of sections of seven players.

All correspondence chess players are eligible to participate unless they are suspended from ICCF play.

Players who are not represented by an ICCF member federation must enter through the Direct Entry programme. Such players are eligible to participate in the World Championship cycle.

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

4. The following players are entitled to participate in open class tournaments:

- (a) A player who is new to ICCF;
- (b) A player with a rating below 1900 at the time of application.

5. The following players are entitled to participate in a higher class tournament:

- (a) A player with a rating from 1900 to 2099 at the time of application;
- (b) A player who has won an open class tournament. Such a player is entitled to one entry in the higher class, regardless of rating;
- (c) A player without an ICCF rating who is nominated by the player’s national federation and whose nomination is accompanied by a statement of qualification.

6. The following players are entitled to participate in a master class tournament:

- (a) A player with a rating of 2100 or higher at the time of application;
- (b) A player who has won a higher class tournament. Such a player is entitled to one entry in the master class, regardless of rating;
- (c) A player without an ICCF rating who is nominated by the player’s national federation and whose nomination is accompanied by a statement of qualification.

Note: Where applicable, a rating of the International Chess Federation (FIDE) shall be treated as an unfixed ICCF rating with $RD = 150$.

7. **POSTAL:** The previously listed WT/H and WT/M tournaments have been combined into a single tournament designated WT/A for players with a rating of 1900 or higher.

WT/A tournaments use a four-player double round-robin format, with six games played by each participant.

Unlike server-based WS/M tournaments, WT/A tournaments cannot result in either a qualification or a half qualification for the WCCC preliminaries.

1.2.3 World Cup tournaments

1. A World Cup tournament shall normally be started every fourth year, beginning in 2020.

It is expected to be announced and promoted during the second quarter of the relevant year and to start during the third or fourth quarter.

2. Each round shall be completed within two years.

3. Each group shall consist of:

- seven to 11 players in the preliminary round;
- nine to 15 players in the semi-final round;
- 13 to 17 players in the final round.

Each player shall play one game simultaneously against every other player in the group.

4. All groups in the preliminary and semi-final rounds shall start on the same day.

5. Each group winner shall qualify for the next round.

Ties shall be resolved in accordance with section 1.3.4, point 2.

The best runners-up from the groups may also qualify for the next round, as determined by the tournament organizer.

The group winners in both the preliminary and semi-final rounds shall receive prizes.

Prizes shall be awarded to half of the participants in the final round.

6. The winner of the final round is entitled to participate in the final round of the next Correspondence Chess World Cup without paying an entry fee.

Other participants in the final round are entitled to participate in the semi-final round of the next Correspondence Chess World Cup.

7. Participants in the World Cup final may also obtain a qualification to participate in a World Correspondence Chess Championship semi-final or candidates' tournament section in accordance with sections 1.2.1.2 and 1.2.1.3.

1.2.3.1 World Team Cup

1. The World Team Cup is a multi-year team tournament played in the format of 20-board matches, with two games per player, one with each colour.

2. The tournament shall normally consist of three or four rounds and shall normally be completed within three or four years. The first and subsequent rounds should normally begin in June.

3. Triple block time control shall be used. The detailed parameters shall be specified in the tournament announcement. A duration of approximately one year, normally 302 days without guaranteed time, is recommended where completion of each round within one year is required.

4. The format of each round, including the use of direct matches or groups of teams and the qualification arrangements for the following round, shall be specified in the tournament announcement.
5. The tournament shall be managed by the Non-Title Tournament Commissioner or by an appointed officer.
6. Multi-federation teams may be admitted in order to maximize participation. Such teams may include players from more than one member federation, for example a combined Luxembourg–Belgium team, as well as unattached players.
7. During a round, substitutions and replacements shall be governed by the generally applicable ICCF rules. Between rounds, any number of players may be replaced, subject to the conditions stated in the tournament announcement. A player may represent only one team in the same edition of the World Team Cup.
8. Ties shall be resolved in accordance with the applicable ICCF tie-breaking rules. The tournament organizer may specify additional tie-break criteria in the tournament announcement. Where an additional rating-based criterion is used, the higher average starting rating of the team is recommended.
9. At the beginning of the first round, each team shall receive its starting number according to the average rating of the players entered for that team, using the relevant ICCF rating list.
10. Medals and certificates shall be awarded to the winning team in the final.

1.2.4 Norm tournaments

1. ICCF norm tournaments comprise:

- correspondence chess expert (CCE) norm tournaments;
- correspondence chess master (CCM) norm tournaments;
- master norm (MN) tournaments;
- senior international master (SIM) norm tournaments;
- grandmaster norm (GMN) tournaments.

The organization of these tournaments is the responsibility of the ICCF Title Tournament Commissioner.

Norm tournaments may be played on the webserver or by post.

2. Every section of a norm tournament shall offer title norms.

The available title norms shall be stated explicitly in the start list for the relevant tournament section.

3. The qualifying ratings specified in this section are the players' official current ratings and not their forecast ratings.

4. There are two types of CCE norm tournament: CCE/B and CCE/A.

Each section of either type shall consist of 15 players, with each player playing 14 games: seven with White and seven with Black.

A player is entitled to participate in a CCE norm tournament if the player meets one of the following rating requirements:

- a rating of at least 2050 on the latest ICCF rating list, or on the latest FIDE rating list for a player without an ICCF rating, for CCE/B;

- a rating of at least 2125 on the latest ICCF rating list, or on the latest FIDE rating list for a player without an ICCF rating, for CCE/A.

5. There are two types of CCM norm tournament: CCM/B and CCM/A.

Each CCM/B section shall consist of 17 players, with each player playing 16 games: eight with White and eight with Black.

Each CCM/A section shall consist of 15 players, with each player playing 14 games: seven with White and seven with Black.

A player is entitled to participate in a CCM norm tournament if the player meets one of the following rating requirements:

- a rating of at least 2200 on the latest ICCF rating list, or on the latest FIDE rating list for a player without an ICCF rating, for CCM/B;
- a rating of at least 2250 on the latest ICCF rating list, or on the latest FIDE rating list for a player without an ICCF rating, for CCM/A.

6. There are two types of master norm tournament: MN/B and MN/A.

Each section of either type shall consist of 13 players, with each player playing 12 games: six with White and six with Black.

A player is entitled to participate in a master norm tournament if the player meets one of the following rating requirements:

- a rating of at least 2300 on the latest ICCF rating list, or on the latest FIDE rating list for a player without an ICCF rating, for MN/B;
- a rating of at least 2350 on the latest ICCF rating list, or on the latest FIDE rating list for a player without an ICCF rating, for MN/A.

7. There are two types of SIM norm tournament: SIM/B and SIM/A.

Each SIM/B section shall consist of 13 players, with each player playing 12 games: six with White and six with Black.

Each SIM/A section shall consist of 15 players, with each player playing 14 games: seven with White and seven with Black.

A player is entitled to participate in a SIM norm tournament if the player meets one of the following rating requirements:

- a rating of at least 2380 on the latest ICCF rating list, or on the latest FIDE rating list for a player without an ICCF rating, for SIM/B;
- a rating of at least 2420 on the latest ICCF rating list, or on the latest FIDE rating list for a player without an ICCF rating, for SIM/A.

8. There are two types of grandmaster norm tournament: GMN/B and GMN/A.

Each GMN/B section shall consist of 13 players, with each player playing 12 games: six with White and six with Black.

Each GMN/A section shall consist of 15 players, with each player playing 14 games: seven with White and seven with Black.

A player is entitled to participate in a grandmaster norm tournament if the player meets one of the following rating requirements:

- a rating of at least 2455 on the latest ICCF rating list, or on the latest FIDE rating list for a player without an ICCF rating, for GMN/B;
- a rating of at least 2485 on the latest ICCF rating list, or on the latest FIDE rating list for a player without an ICCF rating, for GMN/A.

9. Holders of the ICCF or FIDE grandmaster title, and players with a fixed rating of 2600 or higher ($RD \leq 120$) on the latest ICCF rating list, are entitled to participate in grandmaster norm tournaments free of charge.
10. Players who do not meet any of the qualification requirements specified in points 4–8 above shall not be permitted to participate in the corresponding norm tournaments.
11. The specific norm tournament in which a player is entered shall be determined as follows:
 - (a) The norm tournament for which the player qualifies on the basis of rating shall initially be determined at the time of registration.
If no new official rating list is published before the tournament is set up on the server, the initial qualification shall become final.
 - (b) If a new official rating list is published after the player has registered but before the tournament is set up on the server, the player's qualification shall be adjusted, either upwards or downwards, according to the new official rating.
 - (c) Once the tournament has been set up on the server, no change shall be made to the type of norm tournament in which the player has been entered.
12. A player may start only one webserver norm tournament in each three-month period:
 - January to March;
 - April to June;
 - July to September;
 - October to December.

A player may start only one postal norm tournament in each calendar year.

1.2.5 Champions League

1. The Champions League is a tournament for teams of four players.
The players in a team may be of the same nationality or of different nationalities.
Each team shall have a designated team captain and a team name, preferably related to correspondence chess or chess in general.
2. The organization of the Champions League is the responsibility of the Non-Title Tournament Commissioner.
All Champions League sections shall be played on the ICCF webserver.
The applicable playing rules are those contained in these ICCF Rules.
3. The Champions League shall be played in seasons lasting approximately two years, with promotion and relegation taking place at the end of each season.
The Champions League shall consist of three divisions:
 - Division A;
 - Division B;
 - Division C.

Division A shall consist of one group, while Divisions B and C shall consist of multiple groups, designated Group 1, Group 2, and so on.

All three divisions shall start simultaneously and shall have a playing period of two years.

To allow time for new entries to be submitted and any adjudications to be completed, successive seasons are expected to start at intervals of between two years and three months and two years and six months.

4. Groups shall normally consist of 11 or 13 teams, although these numbers may be adjusted as necessary to accommodate all entered teams.

The composition of each division and the numbers of teams to be promoted and relegated shall be determined separately for each season, according to the number of entries.

These details shall be announced as soon as possible after the closing date for entries.

5. No player may represent more than one team during the same season.

A player may transfer from one team to another only at the beginning of a new season.

6. New teams may enter the Champions League at the beginning of any new season.

A team may change its name between seasons.

7. During a season, substitutions and replacements shall be governed by the generally applicable ICCF rules. Between seasons, a team may change any number of players. If all four players in a team are changed within two seasons, the team shall normally be relegated to a lower division. The Non-Title Tournament Commissioner may permit an exception to this rule at their discretion.

1.2.6 Special tournaments

1.2.6.1 The ICCF Memorial <2300 Team Tournament

The ICCF Memorial <2300 Team Tournament is an ICCF tournament open to all ICCF member federations.

The tournament shall follow the same general format as the Correspondence Chess Olympiad, except that a rating limit of below 2300 applies.

The rating limit shall be determined using the ICCF rating list immediately preceding the official start date of the tournament. The applicable rating list shall be specified in the tournament announcement.

A player whose current rating is 2300 or higher may serve as a substitute, provided that the player's rating was below 2300 on the designated rating list.

The tournament schedule is flexible and shall be determined by the Non-Title Tournament Commissioner.

Title norms, including international master (IM), CCM and CCE norms, may be achieved in this tournament.

1.2.6.2 Super-regional tournaments

General provisions Super-regional tournaments are team or individual tournaments organized by the ICCF Super-Regional Tournament Commission (SRTC) and involving a specified group of member federations.

Any group of six or more member federations may request the organization of a super-regional tournament.

Every new tournament organized under the auspices of the SRTC shall require the approval of the World Tournament Director.

All entries shall be processed through the ICCF entry system and shall be included by the ICCF Finance Director in the invoices issued to the relevant member federations.

SRTC portfolio For the purposes of these Rules, the SRTC portfolio comprises:

- (a) the European Individual Championship;
- (b) the European Team Championship;
- (c) the Rest of World Championship;

- (d) the Pan-American Team Championship.

European and Rest of World Championships The European Championship and the Rest of World Championship (RoW) are two separate and independent tournaments conducted in parallel.

Both championships are open to all players who meet the respective eligibility requirements.

To participate in any section of the European Championship, a player must:

- (a) be a member of an ICCF member federation listed in the List of European member federations;
or
- (b) play under the flag of a country listed in the List of European Countries.

To participate in any section of the RoW Championship, a player must:

- (a) be a member of an ICCF member federation not listed in the List of European member federations;
or
- (b) play under the flag of a country not listed in the List of European Countries.

The entry fees for all sections, including the finals, are specified under “Super-Regional Tournaments” in the ICCF Financial Regulations.

Entry to either final is free of charge.

Only one qualification for a subsequent stage of the European Championship or the RoW Championship may be obtained from any single open round, preliminary, semi-final, candidates’ tournament or final.

A qualification obtained on the basis of a tournament result shall remain valid for three years from the end of the tournament in which it was obtained.

When a player obtains an additional qualification at the same stage while still holding one or more valid and unused qualifications at that stage, the validity period of the newly obtained qualification is extended by one year for each such qualification already held.

The validity period so determined is calculated from the end of the tournament in which the new qualification was obtained and is not subsequently affected by the use or expiry of any other qualification.

Qualifications obtained in the European Championship are not valid for the RoW Championship, and qualifications obtained in the RoW Championship are not valid for the European Championship.

A player may not participate simultaneously in both the European Championship and the RoW Championship.

Qualifications for the preliminaries, semi-finals and candidates’ tournaments obtained under these rules may be used only once.

This restriction does not apply to special qualification rights based on an ICCF title or rating. Such a qualification right may be used only at the stage for which it applies.

A qualification obtained in a server tournament may be used for a postal stage of the European Championship, but a qualification obtained in a postal tournament may not be used for a server stage.

In every case, a positive score is required for promotion to the next stage.

The standard ICCF tie-breaking rules shall be applied when determining the final ranking.

Server Championships The following tournaments shall be played on the ICCF webserver.

European/RoW Championship open round

Each section shall consist of seven players.

Open round sections shall start continuously.

The following players are entitled to participate:

- (a) Players with a rating below 2100 at the time of application.

European/RoW Championship preliminaries

Each section shall consist of 11 players.

Preliminary sections shall start continuously.

The following players are entitled to participate:

- (a) Players with a rating from 2100 to 2299 at the time of application;
- (b) Players who have won a European/RoW Championship open round. Such a player is entitled to one entry in the preliminaries.

European/RoW Championship semi-finals

Each section shall normally consist of 13 players.

The tournament organizer may change the number of players in a section to 11, 15 or 17.

Semi-final sections shall normally start once each year, in September.

The following players are entitled to participate:

- (a) Players with a rating from 2300 to 2499 at the time of application;
- (b) Players who finished in first or second place in a European/RoW Championship preliminary. Such a player is entitled to one entry in a European/RoW Championship semi-final.

European/RoW Championship Candidates

Each section shall normally consist of 13 players.

The tournament organizer may change the number of players in a section to 11, 15 or 17.

Candidates' tournament sections shall normally start once each year, in March.

The following players are entitled to participate:

- (a) Players with a rating of 2500 or higher at the time of application;
- (b) Holders of the Grandmaster title;
- (c) Holders of the Senior International Master title with a rating above 2400 at the time of application;
- (d) Holders of the International Master title with a rating above 2450 at the time of application;
- (e) Players who finished in first or second place in a European/RoW Championship semi-final. Such a player is entitled to one entry in a European/RoW Championship candidates' tournament;
- (f) All former European or RoW Correspondence Chess Champions.

European/RoW Championship final

Each final shall normally consist of 15 players.

The tournament organizer may change the number of players to 11, 13 or 17.

A final will normally start once every two years, at the discretion of the tournament organizer.

The following players are entitled to participate in a European/RoW Championship final:

- (a) Players who finished in first, second or third place in the previous final;

- (b) Players who finished in first or second place in a candidates' tournament section.

If the number of qualified players exceeds 17, the tournament organizer shall admit players to the final according to the following order of priority:

1. Players who qualified for a previous final but were not admitted because of the applicable order of priority;
2. Players who finished in first place in a previous final;
3. Players who finished in first place in a candidates' tournament section;
4. Players who finished in second place in a previous final;
5. Players who finished in second place in a candidates' tournament section;
6. Players who finished in third place in a previous final.

A qualification for the final may be deferred only once.

If vacancies remain after all qualified players who wish to participate have been admitted, the tournament organizer may admit the next qualified players from the previous final or from the candidates' tournaments.

This applies to players who failed to qualify solely on the basis of a tie-break.

Postal Championship The European Postal Championship is the postal counterpart of the European Championship. There is no corresponding RoW Postal Championship.

The following tournaments shall be played by postal mail.

European Postal Championship open round

Each section shall consist of four players and shall be played as a double round-robin tournament.

Open round sections shall start continuously.

The following players are entitled to participate:

- (a) Players with a rating below 2100 at the time of application.

European Postal Championship semi-finals

Each section shall consist of six players and shall be played as a double round-robin tournament.

Semi-final sections shall start continuously.

The following players are entitled to participate:

- (a) Players with a rating of 2100 or higher at the time of application;
- (b) Players who have won a European Postal Championship open round. Such a player is entitled to one entry in the semi-finals.

European Postal Championship final

The final shall normally consist of 13 players and shall be played as a single round-robin tournament.

The tournament organizer may change the number of players to 11, 15 or 17.

The final shall start at the discretion of the tournament organizer.

The following players are entitled to participate:

- (a) Players who finished in first, second or third place in the previous final, taking the applicable tie-breaks into account;

- (b) Players who finished in first or second place in the semi-finals, taking the applicable tie-breaks into account.

If the number of qualified players exceeds 17, the tournament organizer shall admit players to the final according to the following order of priority:

1. Players who qualified for a previous final but were not admitted because of the applicable order of priority;
2. Players who finished in first place in a previous final;
3. Players who finished in first place in a semi-final section;
4. Players who finished in second place in a previous final;
5. Players who finished in second place in a semi-final section;
6. Players who finished in third place in a previous final.

A qualification for the final may be deferred only once.

If vacancies remain after all qualified players who wish to participate have been admitted, the tournament organizer may admit the next qualified players from the previous final or semi-final.

This applies to players who failed to qualify solely on the basis of a tie-break.

European eligibility lists List of European member federations

Austria, Belarus (suspended), Belgium, Bulgaria, Croatia, Czech Republic, Denmark, England, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Russia (suspended), Scotland, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine and Wales.

List of European Countries

Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, England, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Netherlands, North Macedonia, Northern Ireland, Norway, Poland, Portugal, Romania, Russia, San Marino, Scotland, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine, Vatican City and Wales.

Pan-American Team Championship To participate in the Pan-American Team Championship, a team must represent an ICCF member federation from North America, Central America, South America or the Caribbean.

At present, the eligible member federations are Argentina, Brazil, Canada, Chile, Cuba, Ecuador, Guatemala, Mexico, Nicaragua, Panama, Peru and the United States.

This list is informative and shall not restrict the eligibility of any ICCF member federation from North America, Central America, South America or the Caribbean.

An isolated player who plays under the flag of a country in the Americas may participate as a member of a team.

Each team must, however, be sponsored by an ICCF member federation for billing purposes.

The entry fee is specified under “Super-Regional Tournaments” in the ICCF Financial Regulations.

The tournament shall consist of a single final stage and shall normally be held every two years, beginning on 31 January of each even-numbered year.

Triple block time control shall be used, with a tournament duration of 650 days and no guaranteed time.

1.2.6.3 Other events

1. A tournament for the highest-rated ICCF players shall be organized and, subject to its continuation by the World Tournament Director, shall normally be repeated every two years. Eligible participants may be active or inactive players with fixed ratings. Invitations shall be offered in descending rating order until a field of normally 15 or 17 interested players is formed. The applicable rating list and other organizational details shall be specified in the tournament announcement. The World Tournament Director shall decide whether subsequent editions are to be held, taking into account participation and the level of interest among the highest-rated players.
2. ICCF shall organize a major open tournament every year. The format, eligibility criteria, entry arrangements, time control and other organizational details shall be specified in the tournament announcement.
3. Other special events, including invitational and memorial tournaments, may be announced separately by the ICCF Executive Board.

1.2.6.4 World Tournament Director approval required for international events

The organization of an international correspondence chess tournament by a national correspondence chess organization requires the approval of the ICCF World Tournament Director before the tournament is announced.

Invitations to individual players for such an approved tournament may be issued only with the permission of the member federation to which the player belongs or with which the player is associated.

If an invitation is to be issued to an isolated player, the permission of the ICCF Isolated Player Support Officer is required.

Every international open or invitational tournament sponsored by a member federation shall be reviewed and approved by the World Tournament Director or a designated representative before it is set up on the ICCF server.

The review shall include:

- the list of players and their applicable ratings;
- the appointed tournament director;
- the designated tournament organizer.

The review shall normally be completed within seven days of submission, provided that any required corrections can be implemented within that period.

The World Tournament Director or the designated representative may require changes if an irregularity is identified.

A decision requiring such changes may be appealed to the appropriate ICCF Appeals Committee.

No international open or invitational tournament sponsored by a member federation may be set up on the ICCF server until the required approval has been granted.

1.3 Tournament organization rules

1.3.1 Organizational rules applicable to all ICCF tournaments

Normally, the entry fee for each tournament shall be determined by the ICCF Congress.

An entry shall be accepted only if the applicable entry fee has been paid to the collection agency designated by ICCF.

Unless explicitly stated otherwise, each player shall play one game simultaneously against every other player in the tournament or tournament section.

The allocation of colours shall be determined by lot.

In ICCF-sponsored multi-round tournaments and promotion tournaments, including tournaments in the WCCC cycle, a positive score is required for a player to be awarded first place.

If no player achieves a positive score for a particular qualifying place, no qualification attached to that place shall be awarded for the next round or the next higher class.

This requirement applies irrespective of whether the qualifying place is first, second, third, fourth or another specified place.

The positive-score requirement for promotion or the award of a prize does not apply in an ICCF-sponsored tournament in which the Prediction Criterion tie-breaking system is used.

Every ICCF-rated tournament shall be conducted in accordance with the ICCF Laws of Correspondence Chess and all applicable ICCF Rules, including the rule permitting the use of computers. The same requirement applies to all tournaments in which title norms may be achieved.

A member federation may apply additional rules to a rated tournament, provided that those rules do not conflict with the ICCF Laws of Correspondence Chess or these Rules. In the event of any conflict, the ICCF Laws of Correspondence Chess and these Rules shall take precedence.

The only exception concerns the tie-breaking rules applicable to tournaments played using the Hutton system.

Clarification:

For the purposes of these Rules, a player's member federation shall be determined by either of the following:

- (1) the flag under which the player is registered; or
- (2) the player's country of residence, provided that the player has permitted this information to be displayed on the ICCF server at the time the tournament is being organized.

An isolated player shall not be regarded as representing a member federation.

A rated tournament organized by a member federation as an internal event shall nevertheless be treated as an international event if the participants represent more than one flag.

Such a tournament shall comply with all ICCF Rules applicable to international events.

This multiple-flag rule applies both to isolated players and to players competing under the flags of other member federations.

Any promotion to a higher-level section, any prize other than a title norm, and any tournament-related title in an ICCF-sponsored event requires a positive score calculated from all non-cancelled games.

This requirement applies regardless of the player's final place in the completed section.

In a team tournament, the requirement shall be applied to the team's overall score and not to the scores of individual team members.

A qualification for the same or a lower-level section does not require a positive score.

This includes, for example, a qualification obtained by finishing in third or fourth place in a WCCC candidates' tournament.

The applicable tie-breaking rules shall continue to be used in such cases.

The score required for a title norm, as determined at the beginning of the tournament, shall not be affected by the positive-score requirement for promotion.

TEAM:

In every international rated team tournament, a player may play on only one board.

The only exception applies to friendly matches as defined in section 1.3.2, point 6.

This rule also applies to substitute and replacement players.

A substitute or replacement player may not be a player who has already been registered on another board of the same team at the same stage of the same tournament, except in a friendly match.

TEAM:

A player may not become a substitute or replacement player if the player is serving, or has previously served, on another board of the same team.

The only exception applies to a friendly match as defined in section 1.3.2, point 6.

TEAM:

A player who has represented a team that has subsequently been eliminated from an international rated team tournament may not later represent another team in the same tournament.

This rule applies even if:

- (a) both teams are sponsored by the same member federation;
- (b) the two teams cannot meet each other in the tournament;
- (c) the two teams compete in different sections of the tournament.

Once a player's team has been eliminated, that player's participation in the tournament is considered complete.

For the Champions League, this restriction applies within a single season but does not apply between different seasons.

The rule also applies to multi-stage team tournaments, including the Correspondence Chess Olympiad.

A player who is associated with more than one member federation may not represent two different teams in the same tournament by joining them successively.

If a team that has not been eliminated recruits a new player, that player may not be someone who has already participated in the same tournament as a member of an eliminated team.

TEAM:

A team may have only one designated team captain at any given time.

A reserve team captain may also be designated, but that person may not perform the duties of team captain while the originally designated team captain remains actively listed in that role.

TEAM:

Every team participating in a server tournament conducted under all ICCF Rules shall comprise at least four different players throughout the competition. This requirement applies even if substitutions or replacements are made during the tournament.

1.3.2 Rules specific to international team tournaments and friendly matches

1. Every international team tournament shall be conducted by a tournament director.

2. Each team shall have a designated team captain.
3. Except as provided in point 6, the tournament announcement shall include:

- (a) the name of the organization promoting the tournament;
- (b) the teams entitled to participate and the applicable selection criteria;
- (c) the conditions governing the tournament, including:
 - the maximum number of teams in each preliminary, semi-final and final group;
 - the conditions for qualification to the next stage;
- (d) the number of boards in each team;
- (e) the number of games to be played on each board;
- (f) the starting date and the intended completion date of the tournament;
- (g) the name of the tournament director.

4. The tournament director shall maintain contact with the team captains.

In a postal tournament, direct contact between the tournament director and individual players should be avoided unless it is unavoidably necessary.

In a server tournament, direct contact between players and the tournament director is expected.

5. In the event of a dispute, the team captains shall make every reasonable effort to resolve minor issues between themselves.

The matter shall be referred to the tournament director only if the captains cannot reach agreement or if the issue is a major one.

The distinction between a minor and a major issue is explained in section 3.1.1, point b.

The tournament director remains responsible for the conduct and progress of the tournament and may intervene directly whenever necessary.

6. A friendly match is a team match involving only two teams and meeting at least one of the following conditions:

- (a) both teams are associated with different ICCF member federations;
- (b) one team is associated with a specific ICCF member federation or an approved region, and the other team represents the Rest of the World or a different approved region.

A friendly match shall normally be conducted in accordance with the rules applicable to other ICCF-approved tournaments.

However, the announcement requirements specified in point 3 may be relaxed because only two teams participate.

The following additional team compositions may also be accepted for a friendly match.

For the purposes of these provisions, the number of players associated with a member federation means the number of players listed on the ICCF server as active and playing under that federation's flag:

- (1) Any number of member federations, each having fewer than 17 active players, may combine to form one team;
- (2) A member federation having from 17 to 37 active players may combine with any number of member federations, each having fewer than 17 active players, to form one team;
- (3) Two member federations, each having from 17 to 37 active players, may combine to form one team.

A team formed by combining member federations may not play against a team containing one or more players from any of those same member federations and still be treated as participating in a friendly match.

A match between an established ICCF member federation and a team of players from one non-member country shall also qualify as a friendly match, provided that the country is already working with an ICCF official on an application for ICCF membership.

A team may also be formed to represent an approved geographical region.

The approved regions for friendly-match teams are:

Africa, Asia, the Balkans, the Baltic countries, Benelux, the Caribbean, Central America, Eastern Europe, Europe, the Middle East, the Nordic countries, North America, Oceania, Patagonia, South America and Western Europe.

The following restrictions apply to regional teams:

- (a) A member federation may not be represented on both teams in the same friendly match, even if there is uncertainty as to the region to which that federation belongs;
- (b) A region may not be subdivided for the purpose of determining player eligibility if such subdivision would exclude some players from that region.

For the purposes of player eligibility, a region shall be treated as the whole geographical area and not as a selected part of it.

A friendly-match team may include isolated players, provided that the remaining players, without the isolated players, would still form a valid friendly-match team under the provisions above.

1.3.3 Rules specific to different types of tournaments

1. The organization of every ICCF-approved international invitational, open or regional tournament conducted by an ICCF member federation shall comply with the principles and objectives set out in the ICCF Statutes.

A tournament organized by a member federation as an internal event shall nevertheless be treated as an international tournament if its participants represent more than one flag.

All applicable ICCF Rules shall be followed in such a tournament, including the requirement for prior approval by the World Tournament Director.

Unless otherwise determined by the World Tournament Director, such internal international tournaments shall be deemed to have received prior approval and no separate application for approval shall be required.

Distinguishing Open and Invitational International Tournaments

Open international tournament

An open international tournament is one in which a broadly defined category of players is invited to participate collectively, at least in the initial stage of the tournament.

The eligible category shall normally be defined by no more than one general criterion. Examples include:

- all players from a specified geographical area;
- all holders of specified ICCF titles;
- all players below a specified rating;
- all persons belonging to a specified occupational or social group.

Separate sections may nevertheless be formed according to additional organizational criteria, such as dividing registered players into rating groups.

Every player who satisfies the stated eligibility criterion is entitled to register and participate, unless the player is suspended from ICCF play.

An open tournament commonly consists of multiple sections at its initial stage, as is frequently the case in cup tournaments.

The initial stage of an open tournament will normally not offer an IM norm or a higher title norm.

Progressive tournaments consisting of preliminary and subsequent stages are commonly organized as open tournaments.

Invitations to an open international tournament do not need to be issued through national delegates or through the ICCF Isolated Player Support Officer.

Such invitations are normally issued collectively to the entire eligible category.

Invitational international tournament

An invitational international tournament is one in which the potential group of participants is significantly restricted.

The restrictions may consist of several eligibility criteria applied simultaneously.

Such a tournament will normally consist of one section for the entire event, or of one section for each specified rating range or threshold.

Invitational tournaments commonly offer opportunities to achieve IM, SIM or grandmaster (GM) norms.

A player is not entitled to participate merely by satisfying the general eligibility criteria.

Participation requires a formal nomination or invitation.

Requests for nominations shall be addressed to the relevant National Delegates or to the ICCF Isolated Player Support Officer, as appropriate.

The tournament organizer may indicate a preference concerning the players to be nominated, but the final decision shall remain with the relevant national delegate or the ICCF Isolated Player Support Officer.

A common feature of an invitational tournament is that all participants compete in a single section and the tournament is not progressive in structure.

Uncertain classification

If there is uncertainty as to whether an international tournament is open or invitational, the tournament organizer shall apply the rules governing invitational tournaments.

Member federations may organize an unlimited number of invitational tournaments, provided that:

- approval is granted by the ICCF World Tournament Director;
- no entry fee is charged;
- invitations are issued in accordance with these Rules.

A member federation may organize up to four open or invitational tournaments per year for which an entry fee is charged, with no more than one such tournament in each rating period, provided that:

- approval is granted by the ICCF World Tournament Director;
- before player recruitment begins, the ICCF Finance Director confirms that the member federation is in good financial standing;
- Direct Entry is used for every webserver open tournament.

Every international open or invitational tournament sponsored by a member federation shall be reviewed and approved by the World tournament director or a designated representative before it is set up on the ICCF server.

The review shall include:

- the list of players and their applicable ratings;
- the appointed tournament director;
- the designated tournament organizer.

Further requirements are set out in section 1.2.6.4.

Regional Tournaments

Regional tournaments are individual or team tournaments involving between two and six ICCF member federations.

The participating federations shall agree on the tournament structure, entry fee, prizes and other internal arrangements.

These arrangements shall be stated in the application submitted to the World Tournament Director.

Player recruitment procedures shall be determined by the organizers.

There is no limit to the number of regional tournaments that may be organized.

Regional tournaments shall meet all of the following requirements:

- Responsibility for the tournament shall be shared by between two and six participating member federations;
- The application shall be submitted to the ICCF World Tournament Director at least one month before the intended starting date;
- The tournament shall not be advertised before formal ICCF approval has been granted;
- The application shall be signed by all participating member federations;
- The tournament shall be conducted under the standard ICCF Rules;
- Only players from the participating member federations and isolated players may participate;
- The ICCF Finance Director shall invoice the first applicant at the rate specified in the ICCF Financial Regulations;
- If the first applicant falls into arrears with ICCF, the other applicants shall become jointly responsible for any outstanding debt arising from the tournament;
- The tournament may be rated and may offer title norms, provided that the applicable requirements are met and these features are approved as part of the application;
- The tournament shall not qualify for ICCF medals or certificates;
- As an ICCF-sanctioned international tournament, the tournament shall count towards the international arbiter title requirements for the tournament director.

2. Applications for ICCF recognition of international tournaments shall be submitted to the World Tournament Director.

The World Tournament Director has delegated authority either to approve such tournaments or to submit a recommendation to the ICCF Congress.

The World Tournament Director shall report all approved applications to the next Congress for formal ratification and inclusion in the Congress Minutes.

If the World Tournament Director considers that an application may present a potential problem, the application may be referred to the next Congress for discussion and decision.

Such a potential problem may include:

- a possible breach of these Rules or guidelines;
- an issue affecting another ICCF member federation.

An application covering multiple tournaments or tournament groups submitted by the same member federation may also be referred to Congress if the World Tournament Director considers this appropriate.

3. An application for an invitational tournament shall be submitted at least three months before the intended starting date.

An approval shall lapse if the tournament has not started within six months of the approved starting date.

In such a case, a new application for approval shall be submitted.

No invitations may be issued until renewed approval has been granted.

4. An application for an open tournament shall be submitted to the ICCF World Tournament Director at least three months before the intended starting date.

The tournament shall not be advertised until formal ICCF approval has been granted.

Before granting approval, the World Tournament Director shall consider:

- the number of similar tournaments planned for the same period;
- any ICCF open tournaments scheduled to start during that period.

5. Invitations to an international invitational tournament shall be issued through the member federations from which players are to be invited.

Invitations to isolated players shall be issued through the ICCF Isolated Player Support Officer.

No invitation may be issued before formal approval of the tournament has been granted.

Invitations shall not be sent directly to individual players.

Further requirements concerning invitations are set out in section 4.5.2.

6. Every approved tournament shall be played under the ICCF Rules set out in section 2 of these Rules.

Appeals shall be determined by the appropriate ICCF appeals committee according to the nature of the matter and in accordance with section 2.16.

The tournament director shall be selected in accordance with the regulations set out in section 4.8.

7. ICCF-approved tournaments have official international status and may offer title norms, ratings and other ICCF services where the applicable requirements are met.

Registration and rating fees shall therefore apply.

These fees shall be payable to ICCF for the calendar year in which the tournament starts.

The applicable fees are specified in the ICCF Financial Regulations.

8. Every application for tournament approval shall include:

- details of the prizes to be offered;
- identification of the source of the prize fund;
- details of any other financial arrangements, including appearance fees.

If a member federation has previously experienced difficulties in paying prizes promptly, approval may be made conditional upon the entire prize fund being deposited with ICCF before the tournament starts.

Any money deposited with ICCF for this purpose shall be invested securely.

Any interest earned shall be credited to the member federation.

The ICCF Finance Director shall be responsible for the prompt payment of all prizes from the deposited fund.

9. Title norms available in international invitational and open tournaments shall be formally specified.

Such title norms may require ratification through the qualifications commissioner's report to the ICCF Congress.

1.3.4 Tie-breaking

1. Tie-breaking shall be used in every tournament organized by ICCF unless the tournament announcement explicitly states that ties will not be broken.

The following procedures shall apply when two or more players, or two or more teams, finish with the same number of points.

2. Individual Tournaments

2.1. Single or Double Round-Robin Tournaments

The following tie-breaking procedures shall be applied in the order listed:

- (a) the number of wins by each tied player in the tournament (the Baumbach tie-breaking system);
- (b) if the tie remains, the Sonneborn–Berger score;
- (c) if the tie remains, the results of the games played between the tied players;
- (d) in an individual round-robin tournament, the tournament organizer may specify the Prediction Criterion tie-breaking system as the first tie-break.

The Prediction Criterion system measures each player's success in predicting the opponent's moves.

Before the tournament starts, the tournament organizer shall determine the values of the following two variables:

PC1 the move number from which Prediction Criterion points begin to be counted;

PC2 the move number after which Prediction Criterion points are no longer counted.

In each game, a separate Prediction Criterion account shall be maintained for White and for Black.

Each account shall initially have a balance of zero points.

On every move from *PC1* through *PC2*, inclusive, a player shall enter at least one conditional move in addition to the principal move.

If the opponent accepts a conditional move, the player shall receive one point in the player's Prediction Criterion account for that game.

Prediction Criterion points shall be awarded only for moves numbered from *PC1* through *PC2*, inclusive.

When the game is completed, the Prediction Criterion winner of the game shall be determined.

The Prediction Criterion winner shall be the player who has scored more points in the player's Prediction Criterion account for that game.

If both players have scored the same number of Prediction Criterion points, the player with Black shall be the Prediction Criterion winner.

If the game is drawn, the Prediction Criterion winner shall receive one point for the first tie-breaking criterion in the tournament table.

If the game is decisive, the winner of the game shall automatically receive that point, regardless of the balances in the Prediction Criterion accounts.

At the end of the tournament, among players with the same number of chess points, the player with more Prediction Criterion points shall be ranked higher.

In an ICCF-sponsored tournament using the Prediction Criterion tie-breaking system, the positive-score requirement for the award of a prize or tournament-related title under section 1.3.1 shall not apply.

2.2. Single- or Double-Round Silli System Tournaments

If a tie remains after the standard tie-breaking procedures have been applied, the following additional criteria shall be used in the order listed:

- (a) Buchholz Cut 2, calculated as the Buchholz score after excluding the two lowest scores of the player's opponents;
- (b) if the tie remains, Buchholz Cut 1, calculated as the Buchholz score after excluding the lowest score of the player's opponents;
- (c) if the tie remains, the Buchholz score, calculated as the sum of the scores achieved by all of the player's opponents;
- (d) if the tie remains, the second-stage Buchholz score, calculated as the sum of the Buchholz scores of the player's opponents;
- (e) if the tie remains, the number of wins achieved by each tied player in the tournament, using the Baumbach tie-breaking system.

3. Team Tournaments

3.1. Single or Double Round-Robin Tournaments

The following tie-breaking procedures shall be applied in the order listed:

- (a) team results, with two additional points awarded for each match won and one additional point awarded for each match drawn;
- (b) if the tie remains, the result of the match or matches played between the tied teams;
- (c) if the tie remains, the better individual result on board 1, followed, if necessary, by the better individual result on board 2, board 3 and subsequent boards in numerical order.

For the purposes of point (c), the better individual result shall be determined by applying the applicable individual tie-breaking procedures specified in this section.

3.2. Single- or Double-Round Scheveningen System Tournaments

The following tie-breaking procedures shall be applied in the order listed:

- (a) the team match result, with two points awarded for a match won, one point for a match drawn and zero points for a match lost;
- (b) if the tie remains, the total score achieved by all players in the team;
- (c) if the tie remains, the result of the match or matches played between the tied teams;
- (d) if the tie remains, the better individual result on board 1, followed, if necessary, by the better individual result on board 2, board 3 and subsequent boards in numerical order.

For the purposes of point (d), the better individual result shall be determined by applying the applicable individual tie-breaking procedures specified in this section.

4. The tournament organizer may specify additional tie-breaking procedures.

Any such additional procedure shall be applied only after all applicable individual or team tie-breaking procedures specified in this section have been used.

The additional procedures shall be announced no later than the publication of the tournament start list.

5. If players or teams remain tied after all applicable tie-breaking procedures have been used, they shall be considered equal.

1.4 The ICCF rating system

See also Appendix 1.

1. ICCF seeks to ensure that equivalent titles are awarded for equivalent achievements.
Under the ICCF rating system, each player receives a rating calculated by means of a statistical algorithm based on tournament results accumulated over a period of many years.
2. The following tournaments and matches shall be included in the ICCF rating system:
 - (a) all ICCF tournaments except thematic tournaments;
 - (b) team championships and master class, higher class and open class promotion tournaments;
 - (c) national tournaments conducted under an agreement with the ICCF Ratings Commissioner. Such tournaments shall include at least the final of a national individual championship, national team championship or national cup;
 - (d) other individual and team tournaments, including tournaments played using the Scheveningen system and Chess960 tournaments, where authorized by the ICCF Congress or the Executive Board;
 - (e) friendly matches between national teams.

Chess960 tournaments shall be rated within a separate Chess960 rating system.

Chess960 ratings shall not be combined with ratings for standard correspondence chess.

A rated tournament shall provide a minimum reflection time of:

- 20 days for ten moves in postal play;
- 150 days for 50 moves in electronic play.

A tournament played by postal transmission shall be rated only if it is administered on the ICCF webserver.

Responsibility for ensuring compliance with these requirements rests with the tournament director and the relevant member federation delegate, as applicable.

3. Each player shall receive an initial ICCF rating upon registration with ICCF.
A player who has not yet started any ICCF game and who has a FIDE rating may choose to use the applicable FIDE rating as the player's initial ICCF rating.
The method for determining the applicable FIDE rating is set out in Appendix 1, point 2.1.1.
In all other cases, a player who is new to ICCF shall receive an initial rating of 1800.
Subsequent rating updates shall be based on the player's result in each completed rated game.
The rating of every active player shall be published at the beginning of each rating period.
A rating based on a Rating Deviation not exceeding 120 ($RD \leq 120$) shall be regarded as a fixed rating.

Clarification:

The current rating system uses $RD \leq 120$ as the measure of rating stability for active players.

This replaced the previous stability criterion based on the completion of at least 30 rated games.

4. *[Deleted]*
The deleted provision may be found in earlier editions of the ICCF Rules.
5. A new ICCF rating list shall be published four times each year.
The successive rating periods shall be:

- January to March;
- April to June;
- July to September;
- October to December.

Each rating list shall be based on results reported at least one month before the beginning of the relevant rating period.

The list shall be made available on the ICCF webserver two weeks before its effective date.

6. Each rating list shall include:

- (a) the effective date of the list;
- (b) the name and member federation of each listed player;
- (c) the highest ICCF player title held by each listed player;
- (d) the current rating, current Rating Deviation and number of rated games of each listed player.

7. A player who does not qualify for an updated rating because no rated game was completed during the relevant evaluation period shall remain on the active rating list if either of the following conditions is met:

- (a) the player completed at least one rated game during the preceding two calendar years; or
- (b) the player is participating in at least one ongoing tournament, whether rated or unrated.

A player who does not meet either condition shall retain the most recently published rating but shall no longer appear on the published active rating list.

The ICCF webserver shall continue to display every player together with the player's valid rating.

8. The detailed method for calculating ICCF ratings is set out in Appendix 1.

1.5 ICCF titles: what they are and how they are earned

See also Appendix 2.

1.5.1 Basic elements: title norms and games played

1. In every ICCF title tournament, title norms shall be determined in accordance with the International Correspondence Chess Title Regulations set out in Appendix 2.

A title norm is achieved when the player's result satisfies the applicable title-performance requirements and the requirements governing the composition and status of the tournament.

Title norms may also be available in tournaments played using the Scheveningen system.

Norms achieved in standard correspondence chess tournaments and norms achieved in Chess960 tournaments are not equivalent.

A title may therefore not be awarded on the basis of a combination of standard correspondence chess norms and Chess960 norms.

2. In every ICCF title tournament, each player shall normally play one game simultaneously against every other player in the tournament or section.

This rule does not apply to tournaments using the Silli pairing system.

In a special promotional tournament, players may be permitted to play two games simultaneously against every other player.

Such an arrangement requires the approval of the ICCF Congress or the World Tournament Director.

3. For the purposes of the title requirements in section 1.5.2, an overscore may increase the number of games counted towards the required total.

The number of additional games credited through an overscore shall be calculated in accordance with Appendix 2, subsection 2.6.

4. The detailed requirements for international title tournaments and the technical procedures for calculating title norms are set out in Appendix 2.

1.5.2 Titles and their requirements

1. ICCF awards the following titles:

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

Where a title requirement in this section requires norms comprising a total of at least 24 games, the number of games actually played may be lower where additional games are credited through an overscore in accordance with section 1.5.1, point 3

2. The title “Correspondence Chess Grandmaster” is awarded for life to:

- (a) players who finish in first, second or third place in a World Correspondence Chess Championship final;
- (b) the highest-scoring player on board 1 in the final of the Correspondence Chess Olympiad, after all applicable tie-breaking procedures have been applied, provided that the player achieves a positive score;
- (c) players who achieve at least two grandmaster norms in international title tournaments comprising a total of at least 24 games;
- (d) players for whom an appropriately supported application is submitted by their member federation and approved by a two-thirds majority of the ICCF Congress.

Titles earned under points (a), (b) or (c) shall be awarded without a prior application from the player’s member federation.

Historical note:

The requirement to face at least five grandmaster opponents while earning grandmaster norms was discontinued at the conclusion of the 2020 ICCF Congress.

This change was not retroactive.

3. The title “Correspondence Chess Senior International Master” is awarded for life to:

- (a) players who finish in first place in an ICCF World Cup final;
- (b) players who achieve at least two senior international master norms in international title tournaments comprising a total of at least 24 games.

One or more international master results achieved over a combined maximum of 14 games in tournaments that started, or were approved, before the 2000 Daytona Congress may count towards the award of the senior international master title;

- (c) players for whom an appropriately supported application is submitted by their member federation and approved by a two-thirds majority of the ICCF Congress.

Titles earned under points (a) or (b) shall be awarded without a prior application from the player's member federation.

4. The title "Correspondence Chess International Master" is awarded for life to:

- (a) players who qualify for a World Correspondence Chess Championship final or achieve a Master norm in a candidates' tournament;
- (b) the player who finishes in first place in the World Correspondence Chess Ladies' Championship;
- (c) players who achieve at least two international master norms in international title tournaments comprising a total of at least 24 games;
- (d) players for whom an appropriately supported application is submitted by their member federation and approved by a two-thirds majority of the ICCF Congress.

Titles earned under points (a), (b) or (c) shall be awarded without a prior application from the player's member federation.

5. The title "Correspondence Chess Master" is awarded for life to:

- (a) players who finish in first, second or third place in a World Correspondence Chess Ladies' Championship final;
- (b) *[Deleted]*
The deleted provision may be found in earlier editions of the ICCF Rules;
- (c) players who achieve at least two Correspondence Chess Master norms in international title tournaments comprising a total of at least 24 games;
- (d) players for whom an appropriately supported application is submitted by their member federation and approved by a two-thirds majority of the ICCF Congress.

Any ladies grandmaster norm achieved in a tournament that started before 1 January 2016 shall count towards the Correspondence Chess Master title.

A holder of the Ladies Grandmaster title may request at any time that the title be converted to the Correspondence Chess Master title.

Titles earned under points (a) or (c) shall be awarded without a prior application from the player's member federation.

6. The title "Correspondence Chess Expert" is awarded for life to:

- (a) players who score at least 60% of the possible points in a World Correspondence Chess Ladies' Championship final;
- (b) *[Deleted]*
The deleted provision may be found in earlier editions of the ICCF Rules;
- (c) players who achieve at least two Correspondence Chess Expert norms in international title tournaments comprising a total of at least 24 games;
- (d) players for whom an appropriately supported application is submitted by their member federation and approved by a two-thirds majority of the ICCF Congress.

Any ladies international master norm achieved in a tournament that started before 1 January 2016 shall count towards the Correspondence Chess Expert title.

A holder of the Ladies International Master title may request at any time that the title be converted to the Correspondence Chess Expert title.

Titles earned under points (a) or (c) shall be awarded without a prior application from the player's member federation.

7. The title "International Arbiter of ICCF" is awarded for life on the basis of a combination of quantitative and qualitative criteria.

The applicable criteria are set out in section 3.6.

1.5.3 Application procedures

1. The international arbiter title is the only ICCF title for which an application is normally required. This does not include applications submitted in special or exceptional circumstances under point 2

The Qualifications Commissioner shall award the international arbiter title if the candidate satisfies the applicable requirements.

If the Qualifications Commissioner is uncertain whether the requirements have been met, the matter shall be referred to the ICCF Congress for decision.

The complete application requirements are set out in section 3.6.

2. A member federation may submit an application for a player title in special or exceptional circumstances, including an application for a posthumous award.

Such an application shall be submitted to the Qualifications Commissioner.

The Qualifications Commissioner may award the title where the case is clear.

If there is doubt, the Qualifications Commissioner may instead refer the application to the ICCF Congress for decision, with or without a recommendation.

When considering a posthumous award, the Qualifications Commissioner may exercise reasonable discretion in applying the precise title requirements.

3. An application for the posthumous award of an ICCF title shall be submitted no later than two years after the nominee's death.

1.5.4 Awarding of titles

1. Every titleholder shall receive a certificate. Certificates for the Correspondence Chess Expert and Correspondence Chess Master titles shall be available as downloadable documents. Holders of the Grandmaster, Senior International Master and International Master titles shall also be entitled to receive a medal. The distribution of medals and certificates shall be governed by the applicable ICCF awards procedures.

2. A direct title may be awarded for a specified result achieved in a designated championship event, as provided in:

- point 2(a) and point 2(b);
- point 3(a);
- point 4(a) and point 4(b);
- point 5(a);
- point 6(a).

Direct titles shall be confirmed by the Qualifications Commissioner.

The Qualifications Commissioner shall inform the relevant member federations of the confirmed titles.

3. Every international title confirmed and registered by the Qualifications Commissioner shall be included in the qualifications commissioner's report to the ICCF Congress.

1.5.5 Use of titles

1. An international title shall become officially valid on the date on which it is confirmed and registered by the Qualifications Commissioner.
2. A title may be used in determining the title results of a player's opponents only in tournaments that start after the title has been confirmed.
3. A person who uses an ICCF title or rating in a manner intended to undermine or manipulate the title or rating system may be subject to revocation of the title.

Revocation shall require:

- (a) a recommendation from the Qualifications Commissioner;
- (b) a recommendation from the Disciplinary Committee; and
- (c) final approval by the ICCF Congress.

Any disciplinary proceedings leading to a recommendation by the Disciplinary Committee under this provision shall be conducted in accordance with section 1.7.2.

1.6 Player eligibility

Player eligibility for different types of events shall be determined in accordance with the following provisions.

1. For the purposes of player eligibility, a distinction shall be made between:
 - (a) national team events, in which each team is required to represent a single member federation, such as the Correspondence Chess Olympiads; and
 - (b) internationally represented team events, in which teams are not required to represent a single member federation, such as the Baltic Sea Cup and Chessfriends Rochade 5171.

The player eligibility requirements in this section apply only to national team events.

In an internationally represented team event, the organizer may determine which players are eligible to participate.

2. A player shall be eligible to represent a member federation in a national team event if the player:
 - (a) is recognized as a member of that federation; or
 - (b) where the federation does not operate an individual membership system, plays under that federation's flag.

A player residing outside the territory of the country represented by the member federation shall be eligible only if the player:

- (c) remains officially recognized as a member of that federation; or
- (d) where the federation does not operate an individual membership system, continues to play under that federation's flag.

A team may be regarded as a national team only if all its players are full members of the relevant member federation, as defined by that federation.

This requirement applies to all national teams participating in international events, including Correspondence Chess Olympiads and friendly matches, unless the ICCF Rules expressly provide otherwise, as provided in section 1.6.1, point 10.

A player's flag shall normally be presumed to indicate full membership of the corresponding member federation.

Where a player who is not an isolated player competes under a flag different from that of the member federation represented by the team, a representative of that federation shall submit a statement to the ICCF Finance Director before the official start of the event, confirming that the player is currently a full member of the federation.

In the case of an isolated player, the requirement to submit such a statement shall depend on whether the regulations for the relevant event permit isolated players to participate as members of a national team.

If the required statement is not submitted, the team shall be presumed to consist of players affiliated with more than one federation.

Such a presumption may have financial consequences or affect the team's eligibility to participate.

3. *[Deleted]*

The deleted provision may be found in earlier editions of the ICCF Rules.

4. Whenever a player changes the country with which the player is affiliated, the player shall also change the flag under which the player competes to the flag of the newly chosen country.

The change of flag shall be made by the ICCF Ratings Commissioner.

1.6.1 Rights of isolated players

An isolated player is a player who, for a reason accepted by the ICCF Ratings Commissioner, is not represented by a member federation.

The status of an isolated player enables such a player to participate in ICCF events, subject to the applicable eligibility requirements.

1. The flag or emblem under which an isolated player competes shall be determined in accordance with the following order of priority:

- (a) Where ICCF has previously determined that a player, together with other players from the same country, shall compete under the ICCF emblem rather than under a national flag, that determination shall remain in force until the ICCF Congress decides otherwise.
- (b) a player who has never been represented by a member federation shall compete under the flag of the player's country of residence;
- (c) a player who becomes an isolated player after having been represented by a member federation shall compete under the ICCF emblem.

The player may also choose to have the player's former federation, country of residence, or both recorded as additional information in the player's personal data.

Such additional information shall not appear in tournament crosstables.

Once chosen, the additional information may be changed only with the specific approval of the ICCF Ratings Commissioner.

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

3. Isolated players shall have the right to enter any ICCF event for which they are eligible through the Direct Entry system.

Where use of the Direct Entry system is not possible, for example because of payment difficulties, the ICCF Finance Director shall make alternative arrangements in consultation with the affected player.

4. Isolated players shall have the right to receive an ICCF rating.

5. Isolated players shall have the right to earn ICCF title norms and titles and, where applicable, to receive medals and certificates.
6. For the purposes of Appendix 2, point 1.2(c) and Appendix 2, point 1.2(d), the flag or emblem of an isolated player shall be treated as equivalent to that of a member federation, subject to the limitations specified in Appendix 2.
7. Isolated players may serve as ICCF tournament directors, tournament organizers and other ICCF officials.
They may also serve as members of the ICCF Management Committee and the ICCF Executive Board.
8. Isolated players may be nominated as candidates in elections to the ICCF Executive Board.
9. Isolated players shall not be represented by a voting delegate at the ICCF Congress.
Their interests may, and should, be represented at the Congress by members of the ICCF Executive Board.
10. A country that is not represented by an ICCF member federation may not enter a national representative team in an ICCF Correspondence Chess Olympiad.
An isolated player may, however, represent a country that has an ICCF member federation if the player is a member of that country's national federation.
This provision applies only where the national federation operates an individual membership system.
A combined team of isolated players may also be admitted to an Olympiad or another international team tournament at the discretion of the ICCF Executive Board.

1.7 Code of conduct

1.7.1 General principles

ICCF is the world authority for all forms of correspondence chess.

Its principles and objectives are set out in the ICCF Statutes and include the promotion of close international cooperation among chess players, chess enthusiasts and FIDE, with the aim of strengthening contact and friendly relations among people throughout the world.

In 1984, ICCF adopted the motto "Amici Sumus" ("We are friends"). This motto expresses the fundamental philosophy underlying the standards of conduct expected from players, officials and member federations.

The principles of "Amici Sumus" shall apply to all communications, including communications:

- (a) between players participating in a correspondence chess game;
- (b) between players and tournament directors;
- (c) between ICCF officials; and
- (d) involving member federations in their international relations.

Abusive, obscene or otherwise objectionable communications are unacceptable under all circumstances.

The provisions of this Code of Conduct define the standards of behaviour expected within ICCF and establish disciplinary and appeal procedures for cases in which those standards are not observed.

All international tournaments organized or approved by ICCF shall be subject to the applicable standards of conduct established by these Rules.

Where a tournament is organized by an ICCF member federation, the application of ICCF disciplinary and appeal procedures shall be determined in accordance with these Rules, the ICCF Statutes and the applicable tournament arrangements.

ICCF is composed of its member federations.

All member federations, delegates, officials and players therefore share responsibility for protecting the reputation and authority of ICCF and its constituent member federations.

A decision of the ICCF Congress may not always correspond with the view of an individual delegate, player or member federation.

Where reconsideration of such a decision is sought, the appropriate procedure is for the matter to be submitted again to the ICCF Congress in accordance with the applicable rules.

ICCF is a democratic organization in which major matters are decided by the voting members of Congress.

ICCF officials do not possess voting rights solely by virtue of holding office.

Decisions properly adopted by the ICCF Congress shall be accepted and respected by all member federations.

These arrangements govern international correspondence chess matters.

They do not replace or restrict disciplinary measures imposed by member federations in relation to domestic tournaments, national membership or other national regulations.

This Code of Conduct provides a common framework for the conduct of players, officials, member federations and ICCF as an organization.

The philosophy of “Amici Sumus” shall guide all ICCF activities and the conduct of all players and officials.

ICCF officials and tournament directors shall provide players and other officials with services that are fair, timely and of an appropriate standard, including services relating to tournaments, ratings and title qualifications.

Specific standards of conduct for players, tournament directors, tournament organizers and team captains are set out in sections 2, 3, 4 and 5, respectively.

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

The European Union General Data Protection Regulation (GDPR) has applied since 25 May 2018.

Tournament directors, team captains, national delegates and all other ICCF officials and representatives shall protect personal data and shall not disclose such data except where the disclosure is permitted by applicable data protection law, the ICCF Privacy Policy or Privacy Notice, or has been authorized by the person concerned.

Personal data include, but are not limited to:

- email addresses;
- ages;
- dates of birth; and
- any other information relating to an identified or identifiable person.

Failure to comply with applicable data protection requirements may have legal consequences.

The ICCF Privacy Policy shall be reviewed regularly and updated, with the approval of the ICCF Executive Board, whenever necessary to maintain compliance with the GDPR and other applicable data protection legislation.

The current ICCF Privacy Notice shall be made available on the ICCF website through the main menu.

Translations of the Privacy Notice may be provided for convenience, but the English-language version

shall be authoritative.

ICCF tournament directors have privileged access to secure personal data relating to players.

Such data shall be protected in accordance with the GDPR and all other applicable data protection legislation.

A tournament director shall not disclose a player's email address or other personal data except where such disclosure is authorized in accordance with the applicable ICCF privacy requirements.

When an email must be sent to more than one player, the Tournament Director shall:

- (a) use the blind carbon copy (BCC) field; or
- (b) send separate emails to the recipients.

A tournament director shall not send an email to multiple players with all recipients' addresses visible.

1.7.2 Disciplinary procedures and penalties

Every reasonable effort shall be made to avoid disputes and the need to initiate disciplinary proceedings.

Disciplinary matters shall be dealt with in accordance with the ICCF Statutes, the ICCF Laws of Correspondence Chess, these Rules and the applicable ICCF operational regulations.

The ICCF Rules establish the substantive disciplinary framework. Operational regulations may specify procedures for implementing that framework, but shall not create, extend or modify substantive disciplinary powers unless expressly authorized by the ICCF Rules.

These provisions apply to international correspondence chess matters governed by ICCF. They do not replace or restrict disciplinary authority exercised by member federations in relation to domestic tournaments, national membership or other national matters.

1.7.2.1 Responsibility for disciplinary matters

(a) Tournament directors

A tournament director may deal with misconduct arising within a tournament and may issue warnings or impose appropriate tournament-related measures within the authority conferred by these Rules.

A tournament director shall refer a matter to the World Tournament Director where:

- (i) the alleged misconduct may require action extending beyond the tournament concerned;
- (ii) the alleged misconduct may be serious or repeated;
- (iii) the appropriate disciplinary authority is unclear; or
- (iv) these Rules expressly require referral.

(b) World Tournament Director

The World Tournament Director has supervisory responsibility for disciplinary matters arising from ICCF tournaments.

The World Tournament Director may exercise only those disciplinary powers expressly conferred by the ICCF Rules.

Upon receiving a referral, complaint or other disciplinary matter, the World Tournament Director shall make a preliminary assessment of the matter and determine the appropriate course of action.

Where appropriate, the World Tournament Director may resolve the matter at that level, including by providing guidance, drawing attention to improper conduct, issuing a formal written warning where authorized by these Rules, or taking any other measure expressly within the World Tournament Director's authority.

Where, following preliminary assessment, the World Tournament Director considers that the matter may involve serious or repeated misconduct requiring investigation by the Disciplinary Committee, or that a sanction extending beyond an individual tournament may be warranted, the matter shall be referred to the Disciplinary Committee.

(c) Disciplinary Committee

The Disciplinary Committee has jurisdiction over serious or repeated breaches of the ICCF Statutes, the ICCF Laws of Correspondence Chess or the ICCF Rules where a sanction extending beyond an individual tournament may be required.

The Disciplinary Committee may also consider other disciplinary matters expressly assigned to it by the ICCF Rules.

The composition and operational procedure of the Disciplinary Committee are governed by the *Regulations for the ICCF Disciplinary Committee*.

Those Regulations supplement this section and shall not extend the jurisdiction or substantive disciplinary powers established by the ICCF Rules.

(d) Appeals Committee

The Appeals Committee has jurisdiction over appeals concerning the ICCF playing rules, tournament regulations and other regulations relating to correspondence chess within ICCF.

(e) Arbitration Committee

The Arbitration Committee has jurisdiction over disputes of a broader nature, including disputes concerning the behaviour of ICCF leaders and officials, tournament officials, member federations or individual players.

The Appeals Committee and Arbitration Committee are complementary bodies and shall not constitute successive levels of appeal.

1.7.2.2 Procedural safeguards

Before any disciplinary decision is made, the person or body concerned shall:

- (a) be informed of the allegation or allegations;
- (b) be informed of the rule or obligation alleged to have been breached;
- (c) be given a reasonable opportunity to submit observations, explanations and supporting evidence; and
- (d) be informed of the ICCF official or body responsible for making the decision.

Any person involved in investigating or deciding a disciplinary matter shall act impartially and shall not participate where a material conflict of interest exists.

1.7.2.3 Forms of disciplinary action

The following forms of disciplinary action are available:

(i) Formal written warning

A formal written warning may be issued for conduct that is incompatible with the ICCF Statutes, the ICCF Laws of Correspondence Chess or the ICCF Rules.

Continued or further misconduct after a formal written warning shall result in consideration of disciplinary action under point (ii).

For the purposes of this section and any related provision of these Rules, references to continued, repeated or further misconduct include any subsequent misconduct of a disciplinary nature.

The subsequent misconduct need not be identical to the conduct for which the earlier warning or penalty was imposed.

Extremely slow play in a clearly lost position constitutes improper conduct in correspondence chess.

A tournament director may issue a warning for such conduct.

If the conduct continues or is repeated in another game, further disciplinary action may be taken in accordance with these Rules.

(ii) Disciplinary action involving penalties or sanctions

Disciplinary action involving a penalty or sanction may be taken in response to serious or recurring conduct incompatible with the ICCF Statutes, the ICCF Laws of Correspondence Chess or the ICCF Rules.

Unless otherwise provided by these Rules, a penalty or sanction shall take effect immediately.

Penalties and sanctions shall be applied consistently and shall be proportionate to the seriousness of the misconduct.

1.7.2.4 Scale of sanctions

Whether conduct constitutes a serious disciplinary offence shall be determined on the facts and circumstances of the case after the procedural safeguards set out above have been observed.

The following scale shall apply to serious disciplinary offences:

(a) First serious offence

For a first serious behavioural offence, the person shall be banned from all international correspondence chess tournaments and activities for two years from the date of the decision.

Examples include:

- abandoning games in multiple tournaments or events; and
- unacceptable or abusive conduct towards players, officials or ICCF.

(b) Repeated serious misconduct

For repeated serious misconduct, the person shall be banned from all international correspondence chess tournaments and activities for five years from the date of the most recent decision.

Examples include:

- further abandonment of games in one or more tournaments or events after an earlier disciplinary sanction; and
- repeated abusive conduct towards players, officials or ICCF.

(c) Outrageous conduct or further repeated serious misconduct

For outrageous conduct or further repeated serious misconduct, the person shall be banned for life from all international correspondence chess tournaments and activities.

Examples include theft, assault or belligerent conduct towards ICCF or any ICCF official.

An application for remission of a lifetime ban may be submitted after ten years.

1.7.2.5 Disciplinary decisions

Every disciplinary decision shall:

- identify the person or body to which it applies;
- state the relevant facts and reasons for the decision;
- identify the rule or obligation found to have been breached;

- (d) specify clearly any warning, penalty or sanction imposed;
- (e) state the date on which the decision takes effect;
- (f) explain the applicable appeal procedure and the time limit for appeal; and
- (g) be communicated to the person or body concerned and, where appropriate, to the relevant member federation.

1.7.2.6 Appeals

- (a) A decision of a tournament director may be appealed to the appropriate ICCF appeals committee in accordance with section 2.16, according to the nature of the matter.
- (b) Where the World Tournament Director makes a decision under authority expressly conferred by these Rules, the competent appeal body shall be determined by the nature of the matter:
 - (i) an appeal concerning playing or tournament rules shall be submitted to the Appeals Committee; and
 - (ii) an appeal concerning a broader disciplinary or behavioural matter shall be submitted to the Arbitration Committee.
- (c) A decision of the Disciplinary Committee may be appealed to the Arbitration Committee within 14 days after notification of the decision.
- (d) The decision of the competent Appeals Committee or Arbitration Committee shall be final and without further recourse within ICCF.

The Appeals Committee and Arbitration Committee shall not constitute successive levels of appeal.

1.7.2.7 Extraordinary procedural review

Where a formal written warning, penalty or sanction has been imposed by the Disciplinary Committee or by another ICCF individual or body authorized under these Rules to impose disciplinary measures, an ICCF member federation or the Executive Board may request an extraordinary procedural review by the Arbitration Committee, provided that:

- (a) the period for any ordinary appeal has expired;
- (b) no ordinary appeal was submitted; and
- (c) no more than twelve months have passed since notification of the decision.

An extraordinary procedural review shall not be available against a decision made by the Appeals Committee or the Arbitration Committee.

An extraordinary procedural review is not an appeal.

The review shall be conducted in accordance with the Regulations for the ICCF Arbitration Committee.

1.7.2.8 Records

ICCF shall maintain a secure record of disciplinary warnings, penalties and sanctions, together with appeals and reviews relating to those decisions.

Responsibility for maintaining the disciplinary record shall be assigned to an appropriate ICCF official.

Access to disciplinary records shall be limited to persons who require access for the proper performance of their ICCF duties and shall comply with applicable data protection requirements.

2 For players

Unless expressly stated otherwise, the provisions of this section apply to both server and postal games. Provisions applying exclusively to postal games are printed in [blue](#).

Provisions applying exclusively to team events are identified by the designation **TEAM**.

A server provision applying exclusively to the standard time control is identified by the designation **STANDARD**.

A server provision applying exclusively to the Triple Block time control is identified by the designation **TRIPLE BLOCK**.

Where neither **STANDARD** nor **TRIPLE BLOCK** is specified, the provision applies irrespective of the time-control system used in the event.

A scope designation such as **SERVER**, **POSTAL**, **STANDARD**, **TRIPLE BLOCK** or **TEAM** applies to all text contained within the corresponding designated block.

Where a scope designation appears within a sentence or paragraph, it applies only to the text expressly associated with that designation.

2.1 Player's member federation

1. A player's member federation (MF) is normally the ICCF member federation with which the player is affiliated, on the basis of citizenship, permanent residence, or other criteria accepted by that federation. A player who is not affiliated with an ICCF member federation is treated as an isolated player.
2. When a player wishes to change member federations, the player may do so with the mutual consent of the respective member federations. The player must send the request to the national delegates of both member federations. Each member federation shall have 21 days to respond. If a member federation does not respond within that period, its consent shall be deemed to have been given.
3. When a change under this section is approved, the ICCF Ratings Commissioner shall be notified and shall update the player's ICCF registration details accordingly. The player retains the same ICCF identification number and rating history following the change.
4. If there is an objection to the transfer, the player may appeal to the ICCF Arbitration Committee. The Committee's decision is final.
5. A player who wishes to cease being affiliated with a member federation and become an isolated player shall submit the request to the ICCF Ratings Commissioner. The Ratings Commissioner shall inform the member federation concerned and allow it 21 days to provide comments. The decision shall be made after considering any comments received, but the approval of the member federation is not required. A decision of the Ratings Commissioner under this procedure may be appealed to the ICCF Arbitration Committee. The Committee's decision is final.

An isolated player may become affiliated with a member federation only if accepted by that federation under its own rules. ICCF does not require a change of permanent residence for such affiliation.

6. No individual may hold more than one ICCF account.

2.2 General rules and procedures

1. Games shall be played in accordance with the ICCF Laws of Correspondence Chess and these Rules.

2. The rules contained in this document apply to all tournaments played using the ICCF webserver, unless variations are specified in both the tournament invitation and the tournament announcement and subsequently confirmed in the starting notice.
3. A tournament director (TD) shall be appointed and shall be responsible for the conduct of the tournament and the progress of the games.

4. **TEAM:**

Each team shall have a team captain who shall maintain contact with the TD on behalf of the players.

5. A player who fails to respond to an enquiry from the tournament director or, in a team event, the team captain within the applicable period may be deemed to have abandoned the tournament.

The applicable response period shall be:

- (a) **SERVER:** seven days; or
- (b) **POSTAL:** 14 days plus the average transmission time for postal correspondence in both directions.

Any leave that had already been scheduled shall not be counted when calculating the response period.

See also section 2.12.

6. In every ICCF game, each player shall make the player's own final decision concerning every move.

Before making that decision, a player may consult any publicly available source of information, including:

- chess engines and other computer programs;
- books and other published materials;
- DVDs and other recorded materials;
- game databases and archives; and
- endgame tablebases.

TEAM:

In a team event, players may also consult with other members of their team, including the team captain, about positions arising in active games played by their team.

No other consultation with another person concerning the analysis of an active position shall be permitted in either an individual or a team event.

2.3 Transmissions

1. **SERVER:**

Every move shall be made by committing it through the ICCF webserver.

A player's reflection time shall begin when the opponent's move is committed on the webserver and shall end when the player commits a reply.

(STANDARD: Scheduled leave shall not be included in the calculation of reflection time.)

2. **POSTAL:**

Intercontinental games shall be played by first-class mail or airmail. A tournament announcement may also require this method of transmission for other games.

If both players agree, moves may instead be transmitted by email or fax, with the postal rules continuing to apply.

If a game is significantly delaying the progress of a tournament, the tournament director may require the game to continue by electronic transmission, normally by email. Transmission by fax or telegram may be required only if both players agree.

2.1. **POSTAL:**

A player who agrees to switch from postal transmission to email or fax is not required to continue using that method for the remainder of the game. A return to normal postal transmission is permitted for good reason with the approval of the tournament director. Repeated switching between postal transmission, email and fax is discouraged.

A change in the method of transmission does not by itself change the applicable time control. The time control shall remain unchanged unless both players and the tournament director agree otherwise. Under any time control agreed in this way, one exceeding of the time limit (ETL) is permitted.

2.2. **POSTAL:**

Every transmitted move shall:

- (a) be numbered;
- (b) be written in ICCF numeric notation or in another notation agreed by both players;
- (c) be sent on a postcard or in a letter;
- (d) include the sender's name, address and signature;
- (e) correctly repeat the opponent's latest move and confirm its postmark date;
- (f) state the date on which the opponent's latest move was delivered;
- (g) state the expected postmark date of the reply; and
- (h) state the time used and the total accumulated time of both players.

A correct repetition of the opponent's latest move is required for the sender's reply move to be valid.

2.3. **POSTAL:**

Once the dates, time used and total accumulated time stated by a player have been confirmed in a postcard, letter or email, they shall not subsequently be changed by either the player or the tournament director, unless it is established that the player deceived the opponent.

2.4. **POSTAL:**

If the sender fails to provide the required dates, the recipient shall assume reasonable dates and notify the sender of them with the reply move. If the expected postmark date does not correspond to the actual postmark, the recipient shall correct the date and inform the sender with the reply move. If the postmark is illegible or absent, the expected postmark date shall be accepted.

2.5. POSTAL:

The players may use two or more different systems of notation, including ICCF numeric notation and algebraic notation, provided that they expressly agree to do so at the start of the game.

If the agreed notations indicate different moves, the transmission shall be treated as ambiguous and referred back to the sender for clarification.

2.6. POSTAL:

An illegible or illegal move shall be referred back to the sender for immediate correction. The sender shall not be required to move the piece referred to in the illegible or illegal transmission. A blank postcard or letter, or a postcard or letter sent without a reply move, shall be treated as an illegible move.

The omission or addition of descriptive chess indications, including “check”, “captures” or “en passant”, shall have no effect on the validity of a move. In particular, a legal move shall not be invalid merely because check was not indicated.

2.7. POSTAL:

A legal move shall not be retracted after it has been posted.

A clerical error shall be binding if the transmitted move is legal.

3. **SERVER:** After a move has been committed, the ICCF webserver shall immediately generate an email notifying the opponent of the move and providing other relevant information.

4. POSTAL:

A player’s reflection time shall begin when the opponent’s move becomes available to the player and shall end when the reply is sent.

For ordinary mail, the opponent’s move shall be regarded as available when the postcard or letter has been placed in a mailbox accessible to the player.

5. **SERVER:** Each player shall be responsible for monitoring the progress of all the player’s games and the use of reflection time on the ICCF webserver.

6. POSTAL:

If no reply to a move has been received within 16 days plus the average postal transmission time in both directions, the player shall repeat the complete move information and send an information copy to the tournament director (**TEAM: through the team captain**).

When replying to a repeated move, the responding player shall also send an information copy of the reply to the tournament director (**TEAM: through the team captain**).

Failure to send the required information copy may result in a penalty.

Before repeating a move, the player shall wait 16 days plus the average postal transmission time required for a move to reach the opponent and for the reply to return.

Any period during which the opponent was on scheduled leave shall not be counted when calculating this waiting period.

A repeated transmission shall not be sent prematurely.

A player who knows that more than 16 days will be required to reply should inform the opponent, so that an unnecessary repeated transmission can be avoided.

2.4 Time allowed and penalties

1. SERVER — STANDARD:

Unless the tournament announcement expressly provides otherwise, each player shall be allowed 50 days of reflection time for every ten moves.

Accordingly, a player may use no more than:

- 50 days for the first ten moves;
- 100 days for the first 20 moves;
- 150 days for the first 30 moves;
- and so forth.

Exceeding the applicable cumulative limit shall constitute exceeding the time control.

In an ICCF thematic tournament in which the opening moves are prescribed, the reflection time available during the first ten moves shall be reduced proportionately to account for the prescribed moves.

For example, where the prescribed position is reached after eight moves, each player shall have two-tenths of the normal allowance, namely ten days, for moves nine and ten.

SERVER — TRIPLE BLOCK:

At the start of the game, each player shall receive:

- (a) 50 days on the player's clock;
- (b) a specified number of additional days credited after each move up to and including move 50, known as the increment or per-move increment; and
- (c) an initial bank of either 50 or 75 days, as specified for the event.

Banked time may be used as reflection time, holiday time, study time, to cover short-term illness or for any other purpose chosen by the player.

After each move, the per-move increment and available banked time shall automatically refill the player's clock up to a maximum of 50 days.

The clock shall be refilled only to the extent that sufficient increment and banked time remain available.

If a player's clock reaches zero, the player shall have exceeded the time control and shall lose the game, regardless of any time remaining in the player's bank or in future per-move increments.

If the event was organized with guaranteed time, each player shall be guaranteed at least three complete days for every move after move 50, provided that the game has not already ended.

If the event was organized without guaranteed time:

- (a) the per-move increment shall cease after move 50; and
- (b) the total time remaining on the player's clock and in the player's bank immediately after move 50 shall be the total time available to complete the game.

POSTAL:

Unless the tournament announcement expressly provides otherwise, each player shall be allowed 40 days of reflection time for every ten moves.

Accordingly, a player may use no more than:

- 40 days for the first ten moves;
- 80 days for the first 20 moves;
- 120 days for the first 30 moves;
- and so forth.

Exceeding the applicable cumulative limit shall constitute exceeding the time control.

Any unused reflection time shall be carried forward.

Postal transmission time shall not be included in reflection time.

Where electronic transmission is used under section 2.3, point 2, the players may agree to a different time control with the approval of the tournament director (**TEAM: obtained through the team captains**).

2. SERVER — STANDARD:

Reflection time shall be calculated in complete periods of 24 hours. If fewer than 24 hours have elapsed since the opponent's move was committed, the reflection time charged shall be zero days. Thereafter, only complete 24-hour periods shall be charged. Accordingly, no reflection time shall be charged until a complete 24-hour period has elapsed.

Where the applicable doubling threshold is 20 days, the reflection time charged for a single move shall be calculated as follows:

- (a) one day shall be charged for each complete day of reflection time up to and including 20 days; and
- (b) two days shall be charged for each complete day of reflection time exceeding 20 days.

For example, a player who uses at least 23 complete days but fewer than 24 complete days shall be charged 26 days.

Where a different doubling threshold has been specified for the event, the same method shall apply using that threshold.

Any time remaining on a player's clock when a time control is reached shall be carried forward.

During valid scheduled leave, both response time and reflection time shall be suspended.

SERVER — TRIPLE BLOCK:

Reflection time shall be counted continuously in days, hours and minutes. All time used while a player is on move shall count and shall not be reduced by rounding to complete days.

SERVER — BOTH TIME CONTROLS:

ICCF guarantees that:

- (a) there will be no more than three periods of server unavailability lasting at least one hour during any seven-day period;
- (b) no single period of server unavailability will last eight hours or more; and

- (c) no more than one hour of data will be lost in the event of a catastrophic server failure.

Players shall plan the conduct of their games with these guarantees in mind.

A claim or appeal based on server unavailability shall be considered only where the relevant guarantee has been exceeded.

POSTAL:

The reflection time used for a move shall be the number of days between:

- (a) the date on which the opponent's latest move was delivered; and
- (b) the postmark date of the reply.

Where electronic transmission is used under section 2.3, point 2, the players may agree on how the delivery date is to be determined, subject to the approval of the tournament director (TEAM: obtained through the team captains).

If a player uses more than 12 days of reflection time for a single move, each reflection day after the twelfth day shall count as two days.

For example, 15 calendar days of reflection time shall be counted as 18 reflection days.

This doubling rule shall not affect the calculation of reminder periods or other provisions based on calendar days, including section 2.6, point 2.

Scheduled leave shall not be counted when calculating such calendar-day periods.

The doubling rule shall, however, apply when determining whether the player has exceeded the time control.

A penalty of five days shall be added to the reflection time of a player who:

- (a) transmits an illegible, illegal or ambiguous move;
- (b) incorrectly repeats the opponent's latest move; or
- (c) fails to use airmail where airmail is mandatory.

3. SERVER:

The official date and time used by the ICCF webserver shall be determined by the location of the server.

The server is currently located in the United Kingdom.

4. SERVER:

A player who exceeds the applicable time control shall lose the game.

If the player is not already subject to an ICCF suspension, the player shall also be prevented from registering for any event on the ICCF webserver for 30 days from the date of the ETL.

If the player incurs another ETL in any server event during that restriction period, a new 90-day restriction shall begin on the date of the most recent ETL.

The 90-day restriction shall continue until the player has completed 90 consecutive days without incurring another ETL.

POSTAL:

A player may exceed a time control once without immediately forfeiting the game.

After such an occurrence, a new sequence of time controls shall begin from the move on which the limit was exceeded.

For example, if a player uses 41 days for the first nine moves, the game shall not be forfeited.

The player shall then have:

- 40 days to complete the next ten moves, reaching the next time control at move 19;
- 80 days to reach the following time control at move 29;
- and so forth.

5. *[Deleted]*

The deleted provision may be found in earlier editions of the ICCF Rules.

6. **SERVER — STANDARD AND TRIPLE BLOCK WITH GUARANTEED TIME:**

If a player makes no move in an online event, the consequences set out in section 2.12, point 3 shall apply.

2.5 Leave

1. **SERVER — STANDARD AND POSTAL:**

Unless the tournament announcement or tournament rules provide otherwise, each player may take up to 45 days of leave during each calendar year.

Regular leave may be taken for any reason and in one or more periods, provided that the total does not exceed 45 days in the calendar year.

The first and last dates of a period of leave shall both be included when calculating its duration.

For example, leave scheduled from 7 July to 13 July inclusive shall count as seven days.

The effect of leave on reflection time shall be calculated as follows:

- (a) a move received on 6 July and answered on 14 July shall use one day of reflection time;
- (b) a move received on 6 July and answered on 13 July shall also use one day of reflection time;
and
- (c) a move received on 7 July and answered on 14 July shall use no reflection time.

A player who receives a move before the period of leave begins shall be charged for any reflection time used before that leave starts.

A reply sent on the first day after the period of leave ends shall be treated in the same way as a first move made on the starting date of a tournament.

SERVER — TRIPLE BLOCK:

Leave time does not exist as a separate category in the Triple Block system.

Players may take holidays or other breaks whenever they choose, but their clocks shall continue to run during those periods.

The stated duration of a Triple Block event is intended to include the amount of leave that would normally be taken in a comparable event using the Standard time control.

2. **SERVER — STANDARD:**

A player intending to take leave shall register the leave in advance through the facilities provided on the ICCF webserver.

During a registered period of leave, the player shall not be able to make a move through the webserver unless the player first ends the scheduled leave.

SERVER – TRIPLE BLOCK:

A player may not register leave or stop the player's clock for leave in a Triple Block event.

The player may continue to make moves whenever it is the player's turn.

POSTAL:

A player intending to take leave shall inform the opponents in advance and shall also inform the tournament director (TEAM: through the team captain).

3. Reflection time shall continue to run during an opponent's period of leave.

This provision shall not apply to Triple Block events.

4. *[Deleted]*

The deleted provision may be found in earlier editions of the ICCF Rules.

5. **SERVER – STANDARD:**

Where necessary, including in the event of sudden hospitalization, a player or the player's representative may ask the tournament director to register leave on the player's behalf.

Such leave may be registered only if the player has unused leave available.

The tournament director shall then schedule all of the player's remaining available leave for every game played by that player in the relevant event.

If the player resumes play before all of the scheduled leave has been used, the player may cancel the remaining leave and continue play immediately.

SERVER – TRIPLE BLOCK:

At the request of a player or the player's representative, the tournament director may transfer time from the player's bank to the player's clock.

Such a transfer may be made only if sufficient banked time is available.

The tournament director may transfer only the maximum amount permitted by the ICCF webserver, up to but not exceeding 50 days.

2.6 Failure to reply

1. **SERVER:**

Each player shall be solely responsible for making every move within the applicable time limit.

To assist players in meeting this obligation, the ICCF webserver shall automatically send an email reminder when a player has not made a move for:

- (a) 14 days;
- (b) 28 days; and
- (c) 35 days.

The reminder sent after 35 days shall be the final automatic reminder.

Failure to receive any reminder shall not relieve the player of the obligation to comply with the applicable time limit.

A player who fails to make a move within the applicable time limit shall lose the relevant game by exceeding the time limit.

2. SERVER – STANDARD:

After receiving the final automatic reminder following 35 days without a move, the player shall, within six days:

- (a) make a move; or
- (b) indicate an intention to continue the game by using the Use 40+ reflection function provided for the relevant game on the ICCF webserver.

Use of that function shall inform both the tournament director and the opponent that the player intends to use more than 40 days of reflection time for the move.

A player may indicate that intention at any time before the expiry of the applicable 40-day period. Once the intention has been indicated, the player may use the full amount of reflection time available on the player's clock for that move.

If the player neither makes a move nor indicates an intention to continue within 40 complete calendar days, plus a further 24-hour buffer period, the game shall be recorded as lost by ETL.

Any scheduled leave shall be excluded when calculating the 40-day period.

This rule shall apply even if the player has sufficient accumulated reflection time and has not otherwise exceeded the ordinary time control.

3. Death of a player

If a player dies while games are in progress, the unfinished games shall be dealt with separately for each event in accordance with the following provisions:

(a) TEAM:

If the remaining games may be continued by a substitute or replacement player, the applicable substitution or replacement procedure shall be followed in accordance with sections 3.17.4 and 3.17.5.

The substitution request shall be generated automatically on behalf of the team captain, who shall be notified by email.

If the deceased player was already participating as a substitute, the remaining games shall be terminated in accordance with the applicable rules;

- (b) if the player had not made any move and none of the player's games in the event had ended, all those games shall be cancelled unless the player is replaced.

In an event using the Silli pairing system, the crosstable shall show the games as draws, but those games shall not count towards the achievement of a title norm;

- (c) if the player had made at least one move and had no ETL losses in the event, all remaining games shall be submitted for adjudication unless the player is substituted or replaced.

This provision shall apply regardless of the number of games already completed before the player's death was reported.

The adjudication shall be conducted in accordance with sections 3.19 and 6;

- (d) if the player had made at least one move and had one or more ETL losses in the event when the death was reported, all remaining games in that event shall be recorded as ETL losses.

A dagger symbol (†) shall be displayed beside every game recorded in this way on or after the date of death, indicating that the player was unable to complete the game because of death.

4. POSTAL:

A game may be recorded as lost if four months pass without any move being played and the tournament director has not been informed of the delay.

A game shall not be forfeited automatically merely because four months have passed without a move.

The tournament director shall determine the reason for the delay and decide the result of the game.

A player may lose the game after more than four months of silence even if sufficient accumulated reflection time remains and the ordinary time control has not otherwise been exceeded.

The tournament director will normally record the game as lost where:

- (a) the player has made no move for more than four months, excluding scheduled leave; and
- (b) neither the tournament director nor the opponent has been informed of the delay
(TEAM: by the team captain, who shall inform both the tournament director and the opposing team captain).

2.7 Conditional moves

1. In an international event that started before 1 January 2020, the tournament organizer may decide whether conditional moves are permitted.

The tournament organizer may also decide whether conditional moves are permitted in an unrated national event.

Conditional moves shall be permitted in:

- (a) every international event that started on or after 1 January 2020; and
 - (b) every rated event that started on or after 1 January 2024.
2. A conditional continuation shall remain binding until the recipient makes a move different from the move proposed in the continuation.
 3. **POSTAL:**

Accepted conditional moves shall be included in the reflection time used for the reply move.

In a series of conditional moves, all reflection time used by the recipient of the conditional moves shall be attributed to the move by which that player replies to the last accepted conditional move.

The following example illustrates the rule using a time control of 30 days for the first ten moves.

After nine moves, both players have used 28 days of reflection time.

White uses three days before sending the tenth move and includes a conditional continuation. Black accepts the conditional continuation and uses five days before replying to White's eleventh move.

The cumulative reflection times for the moves involved in the conditional continuation shall be recorded as follows:

White			Move	White		Black		Total
Rec.	Sent	Total				Rec.	Sent	
22/09	23/09	01/28	9	4152	6857	23/09	23/09	00/28
24/09	27/09	03/31	10	6141	5878			
			11	3234	4534	28/09	03/10	05/33

White has exceeded the time limit because all reflection time used by White for moves 10 and 11 is attributed to move 10. White has therefore used 31 days for the first ten moves.

Black has not exceeded the time limit because all reflection time used by Black for moves 10 and 11 is attributed to move 11. Black used only 28 days for the first ten moves, while the additional five days are attributed to move 11.

4. **POSTAL:**

Every accepted conditional move shall be correctly repeated when the reply is sent.

5. **POSTAL:**

If a player fails to reply to an accepted conditional continuation, the omission shall be treated as an illegible move.

2.8 Resolving conflicts

1. Players should first attempt to resolve minor disputes directly between themselves.

As a general rule, if one exchange of correspondence does not resolve the matter, the tournament director should be informed (**TEAM: through the team captain**).

2. Major disputes shall be referred to the tournament director immediately (**TEAM: through the team captain**).
3. In individual events, players shall communicate directly with the tournament director concerning the resolution of problems or disputes.

TEAM:

In team events, players shall contact their team captain instead of the tournament director.

A player may contact the tournament director directly only where the team captain is unavailable and the matter is time-sensitive.

2.9 Draw offers

1. A draw offer shall remain valid only while it is the receiving player's immediate move.

If the receiving player exceeds the applicable time limit before making that move, the player shall lose the game by ETL and the draw offer shall become void.

For the purposes of this provision, a player shall be deemed to have exceeded the time limit:

- (a) **SERVER — STANDARD:** upon losing under the 40-day silence rule in section 2.6, point 2 ;
- (b) **SERVER — STANDARD OR TRIPLE BLOCK:** when the player's clock reaches zero; or
- (c) **POSTAL:**

upon exceeding the applicable time limit for the second time.

Once the player has lost by ETL, the player is no longer on move and the draw offer has no further effect.

2. SERVER:

If a player's draw offer in a game is declined, that player shall not be permitted to make another draw offer in the same game until at least ten further moves have been made.

This restriction shall end immediately if, during that ten-move period, the opponent offers a draw.

In that case, the player may make a new draw offer with any subsequent move.

The ten-move restriction shall not apply to:

- (a) a claim based on threefold repetition of a position;
- (b) a claim based on a seven-piece tablebase;
- (c) a claim under the 50-move rule; or
- (d) a claim relating to adjudication.

POSTAL:

There is no specific limit on the number or frequency of draw offers.

However, repeated draw offers amounting to harassment shall constitute a violation of the Code of Conduct under section 2.15, point 3.

2.10 Making a claim

1. Any claim that may determine the result of a game, including a claim based on:

- (a) threefold repetition of a position;
- (b) a seven-piece tablebase; or
- (c) the 50-move rule,

shall be made before the player registers the next move.

A claim relating to a violation of the Code of Conduct may be made at any time.

Further provisions concerning Code of Conduct violations are set out in section 2.15.

2. All ICCF events shall permit claims of a win or draw based on the certified seven-piece tablebase.

Where the certified seven-piece tablebase establishes that the position is won, the tablebase result shall take precedence over the 50-move rule.

If the current position cannot be resolved by the certified ICCF tablebase, the 50-move rule set out in the ICCF Laws of Correspondence Chess shall remain applicable, even where a tablebase-resolvable position would arise immediately after the fiftieth move.

If a tablebase-resolvable winning position arises and a valid claim is made before the position becomes drawn under the 50-move rule, the win shall be awarded.

3. SERVER:

A game that reaches its normal conclusion shall be recorded automatically by the ICCF webserver, and the tournament director shall be informed through the system.

Claims submitted through the webserver shall either:

- (a) be evaluated automatically by the server acting on behalf of the tournament director; or
- (b) be forwarded by the server to the tournament director for manual evaluation.

Such claims include:

- (a) seven-piece tablebase claims;
- (b) claims based on threefold repetition of a position; and
- (c) claims under the 50-move rule.

A player shall not be required to make a separate claim when the opponent exceeds the time limit, as the server shall record the ETL automatically.

To make a claim based on threefold repetition, the seven-piece tablebase or the 50-move rule, the player shall select the “**Game**” heading above the game board and then choose either “**Claim win**” or “**Claim draw**”, as appropriate.

A result arising from such a claim, or from an ETL, shall be valid only after confirmation by the ICCF webserver.

4. **POSTAL:**

A claim that the opponent has exceeded the time limit shall be sent to the tournament director (**TEAM: through the team captain**) with full supporting details no later than when replying to the opponent’s 10th, 20th, 30th or subsequent corresponding move.

The opponent shall be informed of the claim at the same time.

A claim should preferably be made as soon as the exceeding of the time limit occurs.

The claim shall include a complete copy of the game showing all dates on which moves were received and sent by both players.

Even where the opponent acknowledges in correspondence that the time limit has been exceeded, the tournament director must still be informed (**TEAM: through the team captain**) so that the exceeding may be officially recorded.

The game shall continue while the tournament director considers the claim and makes a decision.

An exceeding of the time limit shall become effective only after it has been confirmed by the tournament director.

This shall also apply where the player acknowledges having exceeded the first time control.

The tournament director shall inform both players of the decision (**TEAM: both team captains, who shall notify their players without delay**). Any objection to the decision shall be sent to the tournament director (**TEAM: through the team captain**) within 14 days after the decision is received. If the decision upholds the claim and no objection is submitted within that period, the claim shall be deemed conceded unless it is clearly unfounded.

If the tournament director upholds a first claim that the time limit has been exceeded, a new calculation of the opponent’s reflection time shall begin on the date on which the opponent receives notice of the claim.

Accordingly, a player who has already exceeded the time control may not use an excessive amount of time for the move currently in progress. The next time-control period shall begin as soon as the player is informed that the claim has been made, with reflection time calculated in accordance with section 2.3.

A player who exceeds the time allowed for a second time shall lose the game.

If the tournament director dismisses a claim as unfounded, the tournament director may decide that no further claim by the same player shall be accepted during the current time-control period.

5. **POSTAL:**

For the purpose of a postal claim based on a seven-piece tablebase, ICCF shall recognize the certified ICCF tablebase as authoritative for establishing whether a position is won, drawn or lost.

A game result based on the tablebase shall take effect only after a valid claim has been made and confirmed in accordance with these Rules and the ICCF Laws of Correspondence Chess.

The certified tablebase is incorporated into the ICCF webserver system for the evaluation of tablebase claims.

Links to publicly accessible seven-piece tablebases are available on the ICCF website.

6. **POSTAL:**

Every postal claim requiring supporting evidence shall include an appropriate reference or other supporting material submitted to the tournament director (**TEAM: through the team captain**).

2.11 Records and reports

1. **SERVER:**

The ICCF webserver shall retain:

- (a) all transmissions concerning the game; and
- (b) a record of the moves played and their dates.

These records shall be available to the tournament director whenever required.

POSTAL:

Each player shall retain:

- (a) all transmissions received from the opponent concerning the game; and
- (b) a record of the moves played and their dates.

These records shall be retained until two weeks after the end of the tournament, plus the applicable postal transmission time.

They shall be sent to the tournament director upon request (**TEAM: through the team captain**).

Unless the tournament director expressly requires the original documents, players are advised to retain the originals and send copies.

2. **SERVER:**

A player shall update any change of email address in the player's personal settings on the ICCF webserver.

It shall not be necessary to notify the tournament director separately of such a change.

All communication with the tournament director shall be sent using the email facility provided by the ICCF webserver.

TEAM: A player's email address shall be available only to the tournament office, the team captain and the tournament director.

POSTAL:

A player shall notify the opponents and the tournament director of any change of permanent postal address or email address (**TEAM: through the team captain**).

It shall not be necessary to notify the tournament director (**TEAM: or the team captain**) of a change of email address where:

- (a) no games are being played by email; and
- (b) the player does not intend to communicate with the tournament director (**TEAM: or the team captain**) by email.

Nevertheless, notification of a change of email address is strongly recommended.

3. **POSTAL:**

As soon as possible after a game has ended, both players shall send the result and a clear record of the moves played to the tournament director (**TEAM: through the team captain**).

The dates of the moves need not be included in this report.

The game score shall be submitted in Portable Game Notation (PGN).

Where email is available, the PGN game score shall be sent by email.

A player may use the export function of chess database software to generate a clear PGN game score.

The result shall be officially recorded after the tournament director has received the required game record from at least one player.

Both players nevertheless remain responsible for reporting the result.

If no game record is received from either player (**TEAM: from either team captain**), the game may be recorded as lost by both players.

If only one player reports the result, the tournament director shall record that result even if the opponent fails to submit a report.

2.12 **Discontinuing play in an event**

1. ICCF no longer applies a formal withdrawal procedure distinguishing between acceptable and unacceptable reasons for withdrawal.

If a player wishes to discontinue games in which both players have already made at least one move, the player should resign those games when it is the player's turn.

A player should not abandon the games or allow the available time to expire.

Irrespective of the method by which play is discontinued:

- (a) the unfinished games shall be recorded as lost by the withdrawing player; and
- (b) the results shall be included in the player's rating calculation.

Abandoning games or deliberately allowing the available time to expire may also result in disciplinary action in accordance with section 1.7.2 and the applicable disciplinary regulations.

2. A player who declines to participate after receiving the starting list but before the starting date of the event shall:
 - (a) forfeit any entry fee paid; and
 - (b) forfeit any qualification rights arising from the entry.

3. SERVER — STANDARD AND TRIPLE BLOCK WITH GUARANTEED TIME:

If a player makes no move in an online event:

- (a) the player shall incur an ETL in every game in which no move has been made; and
- (b) the player shall be subject to a 90-day suspension beginning on the date of the last ETL.

These consequences shall not apply if, before any ETL is recorded:

- (c) the player or, in a team event, the team captain informs the tournament director that the player will not participate; and
- (d) the tournament director is able to substitute or replace the player.

In that case, the original player shall incur no ETL and no additional penalty, but shall forfeit any participation fee and qualification associated with the event.

If the player or team captain informs the tournament director of the intention not to participate, but the tournament director is unable to substitute or replace the player before the first ETL is recorded, the player shall remain responsible for all games not yet completed.

4. INDIVIDUAL — TRIPLE BLOCK WITHOUT GUARANTEED TIME:

The exception in section 2.12, point 3 does not apply after the official start date.

A player who makes no move shall incur the ETLs and suspension specified in that point even if the player informs the tournament director before any ETL is recorded that the player does not intend to participate.

Replacement after the official start date is not permitted under Appendix 3, point 3.(7)(a).

5. TEAM — TRIPLE BLOCK WITHOUT GUARANTEED TIME:

If a player indicates after the official start date that the player does not intend to continue participating in the event, the team captain may substitute or replace that player, either directly or through a request to the tournament director.

The player's clocks shall not be stopped during the substitution or replacement process.

2.13 Adjudications

1. The circumstances in which an unfinished game may or shall be referred for adjudication are set out in section 3.19.1.
2. Once the tournament director has referred a game for adjudication, each player shall submit:
 - (a) a claim for a win or draw; and
 - (b) supporting analysis.

The claim and supporting analysis shall be submitted within 14 days.

Any leave already scheduled for the player in the same event shall not be counted when calculating that period.

During the initial 14-day period, the player may request one extension of a further 14 days from the tournament director.

If the player neither submits a claim nor obtains an extension within the initial 14-day period, the player shall be deemed to have submitted a claim for a draw without supporting analysis.

The same consequence shall apply if the player fails to submit the claim within an extension granted by the tournament director.

A player who fails to submit a claim within the applicable period shall have no right to appeal the adjudication decision.

If a player submits a claim without supporting analysis:

- (a) a claim for a win shall be treated only as a claim for a draw; and
- (b) the player shall have no right to appeal the adjudication decision, irrespective of whether the original claim was for a win or a draw.

Where the adjudication results from the death of a player, the deceased player shall be deemed to have submitted a claim for a win without supporting analysis.

The surviving player shall remain subject to the ordinary requirements for submitting a claim and supporting analysis.

Guidance on supporting analysis

The following guidance is intended to help players prepare analysis in support of an adjudication claim. It does not establish mandatory or exhaustive requirements, and the adequacy of any analysis shall depend on the circumstances of the position.

Analysis that will normally be insufficient on its own

The following will normally not be sufficient without further explanation:

- (a) an unsupported statement such as “I am winning”;
- (b) a statement that a chess engine evaluates the position as winning;
- (c) one or more engine-generated variations without an explanation of their relevance;
- (d) a numerical engine evaluation without further explanation; or
- (e) a statement based only on a material advantage, without an explanation of the positional circumstances.

Clearly relevant variations may assist the adjudication, but variations alone, even when accompanied by a numerical engine evaluation, may still be insufficient.

A material advantage alone may also be insufficient. The player should explain why that advantage is relevant in the particular position and how it supports the claimed result.

Analysis that may provide sufficient support

Analysis combining relevant chess variations with a written explanation of the player’s intentions, plans or proposed method of achieving the claimed result will normally provide the clearest support for a claim.

A sufficiently detailed written explanation without variations may also provide adequate support where it clearly shows how the claimed result can be achieved.

3. Players should submit any supporting analysis in PGN format.

A player may use the export function of chess database software to generate a clear PGN game score containing the analysis.

When submitting analysis in PGN format, players shall not anonymize the PGN header.

The ICCF webserver shall anonymize the PGN header automatically.

4. Detailed adjudication rules, guidelines and procedures are set out in sections 3.19 and 6.

2.14 Live display of games

Unless the tournament announcement or starting documents provide otherwise, a player may publish or submit for publication an unfinished game or a position from that player’s own game, provided that all of the following conditions are met:

- (a) all of the player’s games in the event have already reached different positions;

- (b) the published game or position is displayed with a delay of at least three moves;
- (c) the uniform resource locator (URL) of the website on which the game or position is published is provided to the tournament director;
- (d) the date of the most recent update is stated; and
- (e) every opponent whose game is to be published has expressly agreed to the live publication and has confirmed that agreement to the tournament director.

The tournament director shall not be expected to monitor players' websites routinely.

However, if a possible violation is brought to the tournament director's attention, the tournament director shall investigate the matter.

The following consequences shall apply to violations committed by the same player in the same event:

1. For a first violation, no penalty shall be imposed.
The tournament director shall instruct the player to amend the publication so that it complies with this section.
2. For a second violation, a penalty of ten days shall be added to the player's reflection time in every game played by that player in the event.
3. For a third violation, the player shall be disqualified from the event, and all of the player's remaining unfinished games shall be recorded as losses.

Where a player repeatedly violates this section in different events, the matter shall be referred for disciplinary action in accordance with section 1.7.2 and the applicable disciplinary regulations.

Such repeated violations may result in a two-year ban from all international correspondence chess tournaments and activities.

2.15 Code of conduct

ICCF promotes and develops the study and practice of correspondence chess throughout the world.

It seeks to encourage cooperation, mutual respect and friendly relations among correspondence chess players, officials and member federations.

The ICCF motto, "Amici Sumus" ("We are friends"), expresses the underlying philosophy of the standards of conduct expected within ICCF.

This philosophy shall guide communications:

- (a) between players;
- (b) between players and ICCF officials; and
- (c) among ICCF officials and representatives of member federations.

Players are encouraged to greet their opponents at the beginning of a game, communicate respectfully during play and express appreciation when the game has ended.

Any concern arising during a game shall be communicated to the opponent and the appropriate ICCF official in a courteous manner.

The following provisions give examples of conduct that may constitute a violation of the ICCF Code of Conduct. The list is illustrative and is not exhaustive.

1. Improper communications

A player who receives an offensive, abusive, obscene or otherwise objectionable communication may submit a report to the tournament director (**TEAM: through the team captain**).

The report shall:

- (a) identify the communication complained of; and
- (b) explain why it is considered offensive where this is not self-evident.

2. Extremely slow play in a clearly lost position

Dramatically slowing the rate of play in a clearly lost position, sometimes referred to as the “Dead Man’s Defense”, shall constitute improper conduct in correspondence chess.

3. Repetitive draw offers amounting to harassment

A player may offer a draw where the game is not already subject to a pending claim.

A player shall not make draw offers so frequently that they amount to harassment of the opponent.

4. Collusion between players

Players shall not agree or cooperate to predetermine the result of a game for the benefit of either player or any other person.

This includes collusion intended to:

- (a) assist a player in obtaining a title norm;
- (b) secure qualification or promotion to a later stage of an event;
- (c) influence the award of a prize; or
- (d) obtain any other improper sporting or personal advantage.

Such conduct may result in disciplinary action in accordance with section 1.7.2 and the applicable disciplinary regulations.

5. Obtaining advice from another person about an active game

A violation of the restrictions on consultation concerning an active game set out in section 2.2, point 6 shall constitute a Code of Conduct violation.

6. Multiple ICCF accounts

A violation of the prohibition on holding more than one ICCF account set out in section 2.1, point 6 shall constitute a Code of Conduct violation and may result in disciplinary action in accordance with section 1.7.2 and the applicable disciplinary regulations.

Further provisions concerning disciplinary procedures, warnings, penalties and other sanctions for Code of Conduct violations are set out in section 1.7.2 and the applicable disciplinary regulations.

2.16 Appeals

1. A player may appeal a decision of the tournament director or, where applicable, the ICCF webserver to the appropriate ICCF appeals committee according to the nature of the matter.

An appeal concerning the ICCF playing rules, tournament regulations or other regulations relating to correspondence chess shall fall within the jurisdiction of the Appeals Committee.

The Appeals Committee shall primarily review whether the decision was made in accordance with the applicable ICCF rules and procedures.

An appeal concerning a dispute of a broader nature, including a dispute relating to the behaviour of an ICCF official, tournament official, member federation or individual player, shall fall within the jurisdiction of the Arbitration Committee.

In a tournament organized by a member federation, the ICCF appeals process shall apply where the tournament is conducted under the ICCF Rules and the ICCF appeals process is available under the ICCF Statutes.

Where the ICCF appeals process does not apply, an appeal shall be dealt with under the procedures of the member federation concerned.

The decision of the applicable ICCF appeals committee shall be final and without further recourse within ICCF.

SERVER:

The appeal shall be submitted within 14 days after the player receives the decision (TEAM: through the team captain).

The appeal shall be submitted using the facilities provided on the ICCF webserver.

To file an appeal relating to a game, the player will normally select the “Game” heading above the relevant game board and then select “Appeal”.

POSTAL:

The appeal shall be submitted within 14 days after the player receives the decision, excluding postal transmission time.

(TEAM: The appeal shall be submitted through the team captain.)

2. A player may appeal an adjudication decision concerning that player’s game within 14 days after receiving the adjudicator’s decision.

Such an appeal shall be permitted only if the player submitted supporting analysis, consisting of written explanation, chess notation or both, together with the original adjudication claim.

An appeal against an adjudication decision shall not be determined by the Appeals Committee or the Arbitration Committee. It shall be determined by a second adjudicator in accordance with the applicable adjudication procedures. The decision of the second adjudicator shall be final.

3 Directing Events: Instructions for TDs

3.1 The Responsibility of a TD

The tournament director (TD) is responsible for the smooth running of tournaments and the progress of games and, together with member federation delegates, for ensuring that tournaments comply with all applicable ICCF Rules and preserve the integrity of the ICCF rating system.

Every ICCF tournament must have a TD, except as provided in 3.3.

3.1.1 The Philosophy for the TD Role

All TDs shall deal with disputes, concerns, and complaints impartially and in a timely manner. TDs are expected to follow the following principles when applying the Rules:

- a. The “Amici Sumus” philosophy shall guide all ICCF activities and the conduct of all players and officials.
- b. Players and team captains are expected to resolve minor issues themselves without involving the TD. TDs shall respect their ability to do so. Major issues, however, must be referred to the TD immediately and handled by the TD.

Examples of major issues include an alleged Code of Conduct violation, abandonment of games by a player, failure of a team captain to fulfil their duties, the need for a player substitution or replacement, a question concerning the interpretation of the Rules, and any allegation of cheating. This list is illustrative and not exhaustive.

- c. TDs are expected to exercise initiative in resolving problems but must observe all applicable Rules and guidelines and seek experienced advice if unsure how a matter should be handled. Decisions should be carefully considered before action is taken and communicated to the persons concerned.
- d. Where a matter requires action within the authority of another ICCF official or body, the TD shall promptly refer that matter, or the relevant part of it, to the appropriate official or body. The TD may take any action within the TD's own authority that is necessary to protect the proper conduct of the tournament, but shall not exercise powers assigned by these Rules to another official or body.
- e. A TD decision may be overruled by the World Tournament Director (WTD) where the decision is contrary to the Rules or proper procedures, or where intervention is necessary to protect the proper conduct of the tournament.

Where practicable, the TD should first be given the opportunity to correct the decision. However, the WTD may intervene directly where prompt action is considered necessary or where the TD fails to act within a reasonable time.

The Ratings Commissioner may overrule a TD decision concerning the recording of a game result contrary to the Rules or proper procedures, or any other TD decision affecting the integrity of the ICCF rating system.

The WTD, Rules Director, and Chair of the Tournament Director Committee may also file an appeal with the relevant ICCF Appeals Committee where an error capable of affecting the recorded outcome of a game has been brought to the attention of the TD and the TD declines to correct it or fails to respond within 4 days.

Any decision resulting from intervention by the WTD or Ratings Commissioner remains subject to the applicable appeal procedures under these Rules.

3.1.2 Expected Behaviours from TDs

1. TDs shall respond promptly to questions and queries from players, normally within 4 days. If a complete answer cannot be provided within that period, the TD shall inform the player within 4 days that the matter is being investigated.
2. TDs shall deal promptly with claims and other problems requiring their attention, including non-responsive opponents, time-related issues, intentional delays, and inappropriate comments by players.
3. A TD shall not play in a tournament that the TD is directing. A designated backup TD shall not play in an international rated tournament that the backup TD may be required to direct.
A backup TD may play in a national tournament or in an unrated international tournament that the backup TD may be required to direct. These restrictions shall be applied automatically by the server when applicable.
4. The TD shall enforce the ICCF Code of Conduct within the tournament in accordance with 1.7.
5. Any tournament matter not covered by these Rules shall be decided by the TD in accordance with the ICCF Laws of Correspondence Chess and the principles stated in the ICCF Statutes.
6. TDs shall protect players' personal data in accordance with 1.7.1.1. In particular, a TD shall not disclose a player's email address or other personal information without the player's prior permission.

When contacting multiple players by email, the TD shall use blind carbon copy (BCC) or send separate messages so that players' email addresses are not disclosed to other recipients.

3.2 Levels and Specializations of TDs

3.2.1 TD Levels

There are three levels of tournament directing experience:

1. Level 1 TD;
2. Level 2 TD;
3. International Arbiter (IA).

Level 1 is the entry level for tournament directors. The requirements and procedure for becoming an ICCF TD are set out in 3.5.

A Level 1 TD becomes a Level 2 TD after directing at least 201 games recorded on the ICCF server under the guidance of a mentor. The change to Level 2 is made automatically by the server when the 201st directed game is recorded. The mentor programme is described in 3.5.4.

The International Arbiter (IA) title requires additional experience and qualifications. The requirements and procedure for obtaining the IA title are set out in section 3.6. The IA title is a life title, whereas Levels 1 and 2 are designations reflecting tournament directing experience.

3.2.2 TD Specializations

Every TD shall declare on the ICCF server one or both of the following specializations:

- a. server-based;
- b. postal.

A TD may direct only events covered by the TD's declared specialization. A Level 1 or Level 2 TD who is required to have a mentor may direct an event only if the mentor has the corresponding specialization.

All TD levels may be attained through server-based or postal tournament directing.

3.3 When a TD Is Required

ICCF tournaments are divided into three categories according to the minimum level of tournament directing experience required:

1. tournaments that may be directed by a TD of any level or by the Tournament Management Committee (TMC);
2. tournaments that must be directed by a Level 2 TD, an International Arbiter (IA), or the TMC;
3. tournaments that must be directed by an International Arbiter (IA) or the TMC.

Postal events must always be directed by a TD.

3.3.1 Events That May Be Directed by a TD of Any Level

The following ICCF tournaments may be directed by a TD of any level or by the TMC, subject to the exceptions stated below:

- a. Promotion Classes (Open Class, Higher Class, and Master Class);
- b. Thematic Tournaments and other ICCF unrated tournaments;

- c. preliminary rounds of Super Regional Tournaments;
- d. preliminary rounds of Chess 960 tournaments other than the Chess 960 World Championship and Chess 960 World Cup;
- e. Aspirer Tournaments;
- f. ICCF rated and unrated national tournaments;
- g. preliminary rounds of the ICCF Memorial <2300 Team Tournament.

3.3.2 Events Requiring at Least a Level 2 TD

The following ICCF tournaments must be directed by a Level 2 TD, an IA, or the TMC:

- a. World Championship Preliminaries;
- b. World Cup Preliminaries and Semifinals, including Chess 960 World Cup events;
- c. final sections of Chess 960 tournaments other than the Chess 960 World Championship and Chess 960 World Cup;
- d. Server Open Tournament Preliminaries and Semifinals;
- e. Champions League tournaments (Division C);
- f. invitational or other title norm tournaments in which at least one player is eligible for a CCE, CCM, IM, or SIM title norm;
- g. semifinal rounds of Super Regional Tournaments;
- h. the Final of the ICCF Memorial <2300 Team Tournament.

3.3.3 Events Requiring an International Arbiter

The following ICCF tournaments must be directed by an IA or the TMC:

- a. World Championship Semifinals, including Chess 960 World Championship Semifinals;
- b. World Championship Candidates, including Chess 960 World Championship Candidates;
- c. World Championship Finals, including the Chess 960 World Championship Final;
- d. Olympiad Preliminaries;
- e. Olympiad Finals;
- f. World Cup Finals, including Chess 960 World Cup Finals;
- g. Grandmaster Norm tournaments;
- h. Senior Norm tournaments;
- i. Master Norm tournaments;
- j. Champions League tournaments (Divisions A and B);
- k. Server Open Tournament Final;
- l. invitational or other title norm tournaments in which any player is eligible for a GM norm;
- m. final rounds of Super Regional Tournaments, whether individual or team.

3.3.4 Events Requiring an Individual TD

Promotional and regional events in which no GM title norm is possible must be directed by an individual Level 1 or Level 2 TD and may not be directed by the TMC, regardless of the organizer.

The WTD may designate additional events as requiring an individual TD rather than the TMC.

3.3.5 Tournament Management Committee (TMC)

The Tournament Management Committee (TMC) consists of a Chair and other members appointed by the World Tournament Director (WTD). The TMC is directly accountable to the WTD.

All TMC members shall pass the TD Review Test annually. The WTD may dismiss a member of the TMC. A dismissed member may appeal the dismissal to the Arbitration Committee within 14 days.

A TMC member who is organizing or playing in an event managed by the TMC shall take no part in the TMC's management of that event.

Where these Rules permit an event to be directed by the TMC, the tournament organizer (TO) may designate the TMC instead of an individual TD. In that case, the TMC shall exercise the same tournament-directing authority and responsibilities as an individual TD under these Rules.

Unless the context requires otherwise, references to the TD in these Rules shall include a TMC acting in that capacity.

A decision of the TMC may be appealed to the relevant ICCF Appeals Committee within 14 days of the decision.

The TMC shall submit an annual report to Congress.

3.3.6 Events Organized by ICCF-Affiliated International Organizations

Every internal tournament organized by an international correspondence chess organization affiliated with ICCF shall have a TD.

The TD shall report directly to the relevant organization and not to the ICCF Tournament Director Committee (TDC).

If the tournament is to be rated by ICCF, the TD shall comply with all applicable ICCF Rules and procedures.

3.4 Special Considerations

3.4.1 National Tournaments

All national tournaments shall be conducted by a TD to ensure compliance with the relevant ICCF Rules and procedures.

In national tournaments, a game lost by exceeding the applicable time limit shall normally be recorded automatically by the server.

In an unrated national tournament, the tournament organizer (TO) may instead choose a procedure requiring a player to claim a win when the opponent exceeds the applicable time limit.

Where this procedure is used, the TD shall decide the claim and respond to the player within 4 days after the claim is submitted.

3.4.2 International Tournaments

All international tournaments shall be conducted by a TD to ensure compliance with the relevant ICCF Rules and procedures.

The tournament organizer (TO) may require an International Arbiter (IA) to direct an international tournament even where a Level 2 TD would otherwise meet the requirements of 3.3.2.

3.5 Becoming an ICCF TD

3.5.1 Requirements to Become an ICCF TD

A person seeking to become an ICCF TD must obtain the approval of the World Tournament Director (WTD) in accordance with 3.5.3 and meet the following requirements:

a. Knowledge

1. sufficient knowledge of English to understand and communicate effectively;
2. good knowledge of the ICCF Statutes;
3. good knowledge of the ICCF Rules, particularly the provisions applicable to players, tournament directors, and team captains.

b. Abilities

1. adequate computer skills;
2. good communication skills;
3. demonstrated ability to promote the ICCF motto “Amici Sumus” in all communications.

c. Technical requirements

1. access to a computer and the Internet;
2. a working email address;
3. appropriate protection against malicious software;
4. ability to read commonly used electronic document formats.

d. Experience

The person must have completed at least 100 ICCF rated games.

The English-language requirement does not apply to a TD who exclusively directs national tournaments where a localized version of the ICCF server and an approved translation of the applicable ICCF Rules into the relevant language are available.

3.5.2 TD Review Test

Every TD shall pass the applicable TD Review Test before being eligible to direct a new event whenever the test is required under these Rules.

The TD Review Test is an open-book test. A TD taking the test is expected to consult these Rules when answering the questions. There is no time limit for completing the test. The purpose of the test is to ensure that TDs are familiar with the current Rules and procedures they are required to apply.

A TD who has not passed the currently required test shall not be eligible to direct a new event.

The TD Review Test is available through the ICCF server and is specific to the TD’s declared specialization. Detailed server procedures are described in the *ICCF Tournament Operations Guide*.

3.5.3 Approval and Registration

The member federation’s national delegate shall submit to the WTD the name of the prospective TD and the name of the person who has agreed to serve as the TD’s mentor.

The WTD shall decide whether to approve the prospective TD. Following approval, the person shall be registered on the ICCF server as a TD.

A registered TD shall meet all applicable requirements, including passing the applicable TD Review Test, before being eligible to direct an event.

Appointment of a TD to a specific event is made by the tournament organizer (TO), subject to the qualification, specialization, and other requirements of these Rules.

A TD appointed to an event organized directly by ICCF shall be subject to confirmation by the WTD before serving as TD for that event.

3.5.4 The Mentor Programme

3.5.4.1 Purpose

A mentor is a more experienced TD who serves as a consultant to a less experienced TD. The mentor programme is intended:

- a. to provide Level 1 TDs with experienced guidance while they learn and apply ICCF Rules and procedures; and
- b. to provide Level 2 TDs pursuing the International Arbiter (IA) title with appropriate guidance and training.

3.5.4.2 Requirements and Appointment

Every Level 1 TD shall have a mentor who is at least a Level 2 TD.

A Level 2 TD pursuing the International Arbiter (IA) title shall have a mentor who is an IA.

The mentor for a Level 1 TD shall be appointed by the World Tournament Director (WTD) as part of the process of becoming a TD. The application submitted by the national delegate shall include the name of a person who has agreed to serve as mentor.

A TD who is required under these Rules to have a mentor shall not be eligible to direct a new ICCF event unless the mentor has passed the applicable TD Review Test required for that year.

A Level 2 TD wishing to pursue the IA title shall apply for the appointment of an IA mentor and obtain the approval of the WTD.

The advice of the Tournament Director Committee (TDC) Chair may be sought in identifying a suitable mentor. Serving as a mentor is voluntary.

A mentor assignment may be changed by the WTD or the TDC when necessary, including at the request of the TD or the mentor.

3.5.4.3 Role of the Mentor

The mentor acts as a teacher, advisor, and consultant rather than as a supervisor.

The mentor shall be available to assist the TD with difficult claims, questions concerning ICCF Rules and procedures, and interactions with ICCF officials and member federation officials.

When responding to correspondence from players concerning tournament direction, a Level 1 TD shall send a copy of the response to the mentor.

The mentor shall provide an assessment of the TD's capabilities when the TD applies for the International Arbiter (IA) title or when such an assessment is requested by the TDC.

3.5.4.4 Duration and Special Requirements

A Level 1 TD shall continue to have a mentor until becoming a Level 2 TD.

A Level 2 TD pursuing the International Arbiter (IA) title shall continue to have an IA mentor until the

IA title is confirmed and registered by the Qualifications Commissioner (QC). A Level 2 TD who is not pursuing the IA title is not normally required to have a mentor.

A Level 2 TD or IA may be required by the WTD or the TDC to have a mentor for an individualized purpose. The WTD or TDC, as applicable, shall determine the duration of that requirement.

3.5.4.5 Returning to Active TD Status

A TD whose last directed event officially ended within the previous two years and whose TD role has never been suspended may return to active TD status without a new application or any special mentor requirement.

A TD, including an IA, whose last directed event officially ended between two and five years previously and whose TD role has never been suspended by ICCF or a member federation may return to active TD status. The WTD may require the TD to have a mentor for the first three events after returning. In deciding whether a mentor is required, the WTD shall consider:

- a. the general mentor requirement applicable to Level 1 TDs; and
- b. for Level 2 TDs and IAs, the extent to which the applicable ICCF Rules and procedures have changed since the TD's previous directing experience.

A TD, including an IA, whose last directed event officially ended more than five years previously and whose TD role has never been suspended shall have a mentor appointed by the WTD before returning to active TD status. This mentor requirement shall apply:

- a. to the first three events directed by a returning IA; and
- b. to the first five events directed by a returning Level 2 TD.

A returning Level 1 TD remains subject to the general mentor requirement for Level 1 TDs.

3.6 Becoming an International Arbiter (IA)

3.6.1 Status and Eligibility

The International Arbiter (IA) title recognizes a TD who has demonstrated the required experience and quality of tournament direction and has met the qualification requirements set out in this Section.

The IA title is awarded for life. Suspension of the title is governed by 3.8.2.

An IA shall pass the applicable TD Review Test each year after the updated ICCF Rules for the following year become available. From 1 February, an IA who has not passed the required test shall not be eligible to direct a new ICCF event.

3.6.2 Application and Documentation

An application for the IA title shall normally be submitted by the candidate's member federation to the Tournament Director Committee (TDC) Chair.

If the candidate's member federation refuses to submit the application, the candidate may appeal that refusal to the ICCF Appeals Committee. If the appeal is upheld, the candidate may submit the application directly.

A candidate who is not represented by a member federation may also submit the application directly.

The application shall include:

- a. a letter of support from the candidate's member federation, where applicable;
- b. a record of the qualifying tournaments directed by the candidate; and

- c. an assessment and statement of support from the candidate's mentor.

The record of qualifying tournaments shall include, for each tournament:

- a. the tournament name;
- b. a hyperlink to the tournament;
- c. the tournament start date;
- d. the total number of games; and
- e. the number of completed games.

If there is doubt whether a tournament may be included, the WTD should be consulted.

The mentor's assessment shall include:

- a. the mentor's contact details;
- b. the duration of the mentoring relationship and, if that relationship has lasted for less than the applicable minimum qualification period, the name and contact details of the previous mentor;
- c. confirmation of the quantitative information submitted;
- d. an assessment of the qualitative aspects of the candidate's work, including examples of dealing with situations and challenges and of providing timely responses to inquiries; and
- e. a statement of support giving reasons for the recommendation.

The TDC Chair shall verify that the application and supporting documentation are complete. Once the documentation is in order, the TDC Chair shall distribute the application to the TDC members for review, discussion, and voting.

3.6.3 Qualification Requirements

3.6.3.1 Quantitative Requirements

A candidate shall satisfy one of the following quantitative requirements:

- a. for server tournaments, the candidate shall have directed more than 2,000 completed games in ICCF qualifying tournaments over a period of at least two years, all while being mentored;
- b. for postal tournaments, the candidate shall have directed more than 1,000 completed postal games in ICCF qualifying tournaments over a period of at least four years, all while being mentored; or
- c. for a combination of server and postal tournaments, the number of completed games shall be calculated as follows:

$$2P + S > 2000,$$

where P is the number of completed postal games and S is the number of completed server games.

For the purposes of this Section, ICCF qualifying tournaments include ICCF Promotion tournaments, Championship & Norm tournaments, international title tournaments, thematic tournaments, Aspirer tournaments, World Cups, World Team Cups, the ICCF Memorial 2300 Team Tournament, webserver opens, friendly matches, ICCF free matches, the Champions League, and the Direct Entry Anniversary Open, including Chess 960 events of these types.

National tournaments and unrated events not included in the preceding list do not count towards the IA experience requirement.

Games from ICCF qualifying tournaments count towards the IA experience requirement irrespective of when they were played in relation to the date on which the present qualification requirements entered into force.

For the definition of a friendly match, see section 1.3.2, point 6.

3.6.3.2 Qualitative Requirements

The qualitative assessment shall be based on the quality of the candidate's work as a TD, including:

- a. the handling of problems and claims;
- b. responses to inquiries from players;
- c. the archiving of games;
- d. the provision of information required for marketing purposes; and
- e. other relevant aspects of the candidate's performance as a TD.

The candidate's mentor shall provide the assessment. The TDC Chair may also seek assessments or other relevant information from ICCF officials where necessary.

3.6.4 Review and Award of the Title

The TDC shall verify the documentation and determine whether the candidate meets the quantitative and qualitative requirements set out in 3.6.3.

The TDC shall decide by simple majority whether to recommend the application. The TDC Chair shall forward the application and the TDC recommendation to the Qualifications Commissioner (QC) and shall inform the candidate's member federation of the recommendation.

The QC shall verify whether the applicable requirements have been met and shall award the IA title if the candidate satisfies those requirements. If the QC is uncertain whether the requirements have been met, the matter shall be referred to the ICCF Congress for decision in accordance with 1.5.3.

The IA title becomes effective when it is confirmed and registered by the QC and is formally awarded at the ICCF Congress.

An application that is not recommended or approved may be resubmitted once the reasons for the previous rejection, including any unmet qualification requirements, have been resolved.

3.7 The Backup TD

A tournament organizer (TO) may appoint a backup TD to act as TD during any period in which the appointed TD is unable to perform the role or is on leave.

A designated backup TD shall meet the same qualification requirements as the appointed TD for the event and is subject to the participation restrictions in 3.1.2. A TO may therefore serve as backup TD only if the TO also meets those qualification requirements.

A designated backup TD shall not participate as a player in an international event in which the backup TD may be required to act as TD, except in an unrated event.

In a national event, a designated backup TD may participate as a player if this is permitted by the TO.

3.8 Suspension of the TD Role and IA Title

3.8.1 Suspension of the TD Role

The Tournament Director Committee (TDC) Chair, the World Tournament Director (WTD), or the General Secretary may suspend a TD's ability to serve as an ICCF TD if the TD no longer complies with the requirements applicable to the TD role or where serious action, inaction, or failure to perform the TD's duties requires immediate intervention to protect the proper conduct of a tournament.

A suspension under this Section may take effect immediately. The person making the decision shall promptly:

- a. notify the TD of the decision and the reasons for it;
- b. notify the other two officials referred to above; and
- c. arrange, together with the appropriate ICCF officials as necessary, for a replacement TD for any event being directed by the suspended TD.

Where the suspended TD holds the International Arbiter (IA) title, suspension of the TD role does not by itself suspend the IA title. The person shall, however, be treated as an inactive IA for the duration of the suspension and shall not be eligible to direct an event.

The TD may appeal the suspension within 14 days after receiving notification of the decision. The competent ICCF appeals committee shall be determined in accordance with the appeal provisions of these Rules.

A warning given before a possible suspension of the TD role is not appealable.

Suspension of the TD role under this Section is an administrative measure intended to protect the proper conduct of tournaments. It does not constitute a disciplinary sanction and does not preclude separate disciplinary proceedings where the circumstances warrant such proceedings.

3.8.2 Suspension of the International Arbiter (IA) Title

Where an IA seriously or repeatedly fails to comply with the requirements applicable to the TD role, the TDC Chair, acting on the basis of a majority of the TDC members voting on the matter and in conjunction with the WTD, the General Secretary, or both, may recommend to the ICCF Congress that the IA title be suspended.

A recommendation under this Section may be made independently of any suspension of the person's TD role under 3.8.1 and without prejudice to any separate disciplinary proceedings that may be appropriate.

Before Congress makes a decision, the IA may request the IA's national delegate to present the IA's position to Congress.

Congress shall decide the recommendation by simple majority. If Congress approves the suspension:

- a. the person shall no longer be listed or treated as an active IA; and
- b. the suspension shall be recorded in the Congress minutes.

The decision of Congress under this Section is final.

A person whose IA title has been suspended may subsequently be permitted by Congress to serve as a TD again. In that event, the person shall be required to have a mentor for a number of directed games determined by the WTD.

3.9 TD Appointments and Assignments

A TD may be selected for an event through the ICCF webserver or specifically requested by the tournament organizer (TO), subject to the applicable qualification, specialization, and other requirements of these Rules.

A TD shall not direct a section of an event in which the TD is participating as a player.

A TD has the right to decline any appointment or assignment without giving a reason.

The procedures to be followed by a TO when selecting and appointing a TD are set out in Section 4.

3.10 Actions Before the Start of a Tournament

SERVER: Once the TD has accepted the assignment, no further action by the TD is normally required before the tournament begins.

POSTAL: Before the tournament begins, the TD shall receive from the tournament organizer (TO) the start list, the applicable Rules, and any additional information necessary for directing the event.

The TD shall confirm receipt of this information to the TO.

3.11 Actions After the Start of a Tournament

3.11.1 Checking That Play Has Started

While not mandatory, a TD should check after a reasonable period following the official start date that all players have begun play. A period of approximately 21 to 28 days is normally appropriate for this purpose.

SERVER: The TD may use the information available on the ICCF webserver to determine whether a player has begun play. If a player has not started any games, the TD should attempt to contact the player and determine whether there is a problem. Early contact may prevent avoidable consequences under these Rules.

3.11.2 Additional Duties in Postal Events

POSTAL:

3.11.2.1 General Duties

During a postal event, the TD shall:

- a. respond promptly to players' questions and queries, normally within four days;
- b. deal promptly with claims and other problems requiring the TD's attention;
- c. ensure, as far as reasonably possible, that play has started and that the applicable Rules are being followed;
- d. respond to requests from the tournament organizer (TO);
- e. inform the TO when taking leave for more than four days; and
- f. continue to supervise the tournament until the duties associated with its completion have been fulfilled.

3.11.2.2 Reporting Results and Game Scores

As soon as possible after a game has ended, the result and a clear record of the moves played shall be reported to the TD by both players. In a team event, these shall be reported through the respective team captains.

The game score should be submitted in PGN format. The TD shall promptly acknowledge receipt of a reported result.

If only one player reports the result and the other player fails to do so, the TD shall record the reported result if the result and game score can be properly verified.

If a result is submitted without a game score, or if the game score is incomplete, incorrect, or cannot be recorded as a valid PGN game score, the TD shall request a corrected game score before recording the result.

Except in the case of a double default or cancellation of a game, a game result shall not be recorded on the ICCF server without the complete game score.

Before recording a result, the TD shall take reasonable care to verify that the submitted game score is correct and relates to the correct game.

The TD shall enter each game result and game score on the ICCF server as soon as possible after receiving the game report. In any event, a result must be entered no later than the applicable rating cut-off date (28 February, 31 May, 31 August, or 30 November) if it is to be included in the next rating calculation.

For rating purposes, a game may have only one recorded result. A double default may be recorded as 0–0 and a cancelled game as C–C, where appropriate. A completed game result may be changed only by an authorized TD in accordance with these Rules.

3.11.2.3 Monitoring the Completion of a Tournament

A nearly completed tournament group shall not be left unattended for an extended period. If virtually all other games have been completed and no information has been received concerning a remaining game for two months, the TD shall request a status report from the players.

The following shall apply:

- a. if both players respond, the game shall continue;
- b. if only one player responds and the circumstances indicate that the opponent has abandoned the game, the TD shall award the game to the active player; and
- c. if neither player responds to repeated requests, the TD shall issue a warning and, if there is still no response, score the game as lost by both players.

If a postal game is significantly delaying the completion of a tournament, the TD may require the game to be continued by electronic transmission, normally by email. Fax or telegram may be used if both players agree. If a player has no email access, the player may be required to arrange a person resident in the same country to act as an intermediary. Refusal to comply with such a requirement shall result in the game being defaulted against that player.

As a courtesy after the completion of a tournament group, the TD may send a final message to the participants, for example:

Dear participants of [tournament code],

I am pleased to announce the successful conclusion of your section. I would like to thank you all for a well-played and amicable section. Please join me in congratulating [name] on winning the tournament and [name(s)], where applicable, on achieving international title norms.

Please find attached the final standings of your section.

Best regards,
Amici Sumus
[TD name]

3.11.2.4 Completion of the TD's Duties

Recording the final game result does not by itself end the TD's responsibilities for the tournament.

The TD shall ensure that all required game results and game scores have been properly recorded and that any certificates for which the TD is responsible have been issued in accordance with these Rules.

The TD shall also deal with any outstanding claims, appeals, or other matters for which the TD remains responsible.

The TD shall retain relevant correspondence and other documentation not otherwise preserved by the ICCF webserver for as long as it may reasonably be required for the resolution of any outstanding or potential claim, appeal, or other matter arising from the tournament. In determining that period, appropriate allowance shall be made for postal transmission time.

3.12 Rules Specific to Directing a Team Event

TEAM: In a team event, minor disputes should normally be resolved by the players themselves. If a single exchange of correspondence does not resolve the matter, the players should refer it to their respective team captains (TCs).

If the matter remains minor, the TCs should attempt to resolve it between themselves without involving the TD.

A major issue shall be reported by the player to the player's TC, who shall refer it to the TD without delay. Major issues include, but are not limited to:

- a. an alleged Code of Conduct violation;
- b. a player's abandonment of games in an event;
- c. a TC's failure to perform the duties of the role;
- d. the need for a player substitution or replacement;
- e. an inquiry concerning the interpretation of the Rules;
- f. an allegation of cheating;
- g. an alleged problem with the ICCF server, including unauthorized access to a player's account;
and
- h. any other alleged hardware or software failure materially affecting play.

Where the issue concerns a TC's own failure to perform the duties of the role, a player may report the matter directly to the TD.

3.13 Communication with Players and Team Captains

INDIVIDUAL: In an individual event, the TD and players shall communicate directly with each other whenever necessary.

TEAM — SERVER: In a team event played on the server, a player shall communicate a claim directly to the TD where the applicable server procedure provides for direct communication. For other matters, the player shall normally communicate through the team captain (TC).

The TC should attempt to resolve a matter within the scope of the TC's role before referring it to the TD. Where the TD requires information concerning a matter referred through a TC, the relevant TC shall normally obtain and provide that information.

The TD shall communicate directly with players concerning claims handled directly between the player and the TD, and normally through the relevant TC concerning other team matters.

A player may communicate directly with the TD where the matter concerns the failure of the player's TC to perform the duties of the role.

TEAM — POSTAL: In a postal team event, players shall normally communicate claims and other matters through their TC rather than directly with the TD.

The TC should attempt to resolve a matter within the scope of the TC's role before referring it to the TD. Where the matter requires a decision or other action by the TD, the TC shall refer it to the TD and shall obtain and provide any information reasonably required by the TD.

The TD shall normally communicate with the players through their respective TCs.

A player may communicate directly with the TD where the matter concerns the failure of the player's TC to perform the duties of the role.

3.14 Handling Claims

3.14.1 General Procedure

A TD may act on a problem that comes to the TD's attention without waiting for a player or team captain (TC) to make a formal claim. Information provided by the ICCF server may also provide a basis for such action.

SERVER: Many standard claims and game-ending determinations are handled automatically by the ICCF server. Where a claim or determination is handled automatically, no action by the TD is required unless the matter is referred to the TD or subsequent action by the TD is required under these Rules.

The ICCF server automatically sends the relevant notifications concerning claims and other critical game events to the persons concerned, including the player, TC where applicable, and TD.

Where a claim requires action by the TD, the TD shall acknowledge receipt and respond promptly. A response shall be made within four days of receipt of the claim. If a final decision cannot reasonably be made within that period, the TD shall inform the persons concerned that the matter remains under consideration.

The TD shall obtain the information reasonably necessary to decide the matter and shall make the decision in accordance with the applicable Laws and Rules. The decision shall be communicated to the persons concerned, together with clear reasons and, where appropriate, reference to the applicable provision.

If uncertain how a claim should be decided, the TD should seek advice from the TD's mentor, where applicable, or from another suitably experienced TD before making the decision.

The TD remains responsible for bringing any claim requiring TD action to a resolution as promptly as reasonably possible.

Where a right of appeal applies, the persons concerned shall be informed in accordance with the appeal provisions of these Rules.

3.14.2 Claims Requiring TD Action

The provisions below describe the principal types of claims or related situations in which action by the TD may be required. The requirements for players when making claims are set out in section 2.10.

3.14.2.1 Exceeding Time Limits

SERVER: In rated events, exceeding an applicable time limit is determined and recorded automatically by the ICCF server. The TD is not required to confirm the server's determination.

In an unrated national event for which automatic flag processing has not been selected by the tournament organizer (TO), the server will stop the game when the applicable time limit is reached and await the appropriate claim. The TD shall then verify the claim and either accept or reject it before the game can proceed or the result is recorded.

The special 40-day provision in section 2.6, point 2 applicable to server games using standard time control does not apply to games using triple block.

POSTAL: When a claim concerning an exceeded time limit is received, the TD shall verify the game record, including the relevant received and sent dates and any other evidence required under section 2.10, point 4.

Play shall continue while the TD considers the claim.

The TD shall decide whether the claim is valid and inform both players of the decision. In a team event, the TD shall inform both TCs, who shall inform their respective players without delay.

If the TD upholds a first claim of exceeding the time limit, a new count of the opponent's time shall begin from the date on which information about the claim was received. A player who exceeds the applicable time limit for a second time shall forfeit the game.

If the TD dismisses a claim as unfounded, the TD may rule that no further claim by that player concerning the same time-control period will be accepted.

3.14.2.2 Seven-Piece Tablebase

SERVER: Claims based on the ICCF-approved seven-piece tablebase are handled automatically by the ICCF server. No confirmation by the TD is required.

POSTAL: Where a claim based on the ICCF-approved seven-piece tablebase requires a decision by the TD, the TD shall verify the claimed position and the supporting reference using the tablebase certified by ICCF and decide the claim in accordance with section 2.10, point 5.

In a team event, the claim and supporting reference shall be submitted through the TC.

3.14.2.3 Threefold Repetition

SERVER: Claims based on threefold repetition are handled automatically by the ICCF server. No confirmation by the TD is required.

POSTAL: Where a player claims a draw by threefold repetition, the TD shall verify from the game record and supporting information that the same position has occurred at least three times with the same player to move and shall decide the claim accordingly.

In a team event, the claim and supporting information shall be submitted through the TC.

3.14.2.4 Four Months Without a Move

POSTAL: If no move has been sent for more than four months, the game may be scored as lost by a player who has not advised the TD and the opponent of the delay. In a team event, this applies where the player's TC has not advised the TD and the opposing TC.

The passage of four months does not by itself result in an automatic forfeit. The TD shall determine the reason for the delay and decide the matter in the circumstances of the particular case.

The TD will normally record a loss against a player who has remained silent for more than four months, excluding applicable leave periods, without the required notification. This may apply even where the player has sufficient accumulated time not otherwise to have exceeded the time control.

3.14.2.5 Fifty-Move Rule

SERVER: Claims of a draw under the fifty-move rule are handled automatically by the ICCF server. No confirmation by the TD is required.

POSTAL: Where a draw is claimed under the fifty-move rule, the TD shall verify the game record and supporting information and decide the claim in accordance with section 2.10.

In a team event, the claim and supporting information shall be submitted through the TC.

3.14.2.6 Unclaimed Time Defaults

SERVER: Where the applicable time limit is processed automatically by the ICCF server, no claim by the opponent is required and no double default shall arise solely because a player failed to claim an opponent's exceeding of that time limit.

POSTAL: A claim based on exceeding a time limit must be made within 40 days from the date on which the claim first became valid.

If no such claim is made within that period and neither player has made a move during those 40 days, the TD shall score the game as a double default.

3.15 Handling Code of Conduct Violations

3.15.1 General Procedure

A TD is responsible for dealing with conduct arising within a tournament where action by the TD is necessary to protect the proper conduct of the event or where these Rules expressly authorize the TD to act.

The TD should establish the relevant facts before taking action and should give the person concerned a reasonable opportunity to provide any information necessary for a proper decision, unless immediate intervention is required to protect the proper conduct of an ongoing tournament.

Depending on the circumstances and the authority provided by these Rules, the TD may issue a warning or apply an appropriate tournament-related measure. Such measures may include a time penalty or another measure within the authority conferred on the TD by these Rules.

A technical correction made by the TD, including a justified correction of a player's clock or reflection time, is not in itself a disciplinary penalty.

Serious or repeated misconduct, or a matter that may require action beyond the tournament concerned, shall be referred to the WTD in accordance with the disciplinary provisions of these Rules.

The exercise of a tournament-related power by the TD does not prevent a matter from subsequently being dealt with through the applicable disciplinary procedure.

3.15.2 Team Captain Conduct

A TD shall intervene where the conduct of a team captain (TC), or the TC's failure or unwillingness to perform the duties of the role, materially interferes with the proper conduct of a team event.

Where appropriate, the TD may require the member federation concerned to replace the TC. The member federation shall normally appoint a replacement within 14 days.

Where there is no member federation responsible for appointing a replacement TC, the TD may require another member of the team to assume the role.

Any consequences for individual games or for the team arising from a failure to perform TC duties shall be applied only where expressly provided for by these Rules.

Serious or repeated misconduct by a TC may also be referred to the WTD.

3.15.3 Player Conduct

The provisions below provide practical guidance for the principal types of player conduct that may require intervention by the TD. They do not limit the application of the Code of Conduct or the general powers and duties of the TD under these Rules.

3.15.3.1 Improper Communications

A TD shall consider a complaint concerning allegedly improper communication between players on the basis of the communication itself and any other relevant information available.

SERVER: When a player reports allegedly improper communication through the ICCF server, the TD shall review the relevant communications made available by the server and determine whether a violation has occurred.

Where necessary to prevent further improper communication while allowing the game to continue, the TD may place the game in silent mode. The players may then continue the game but may not exchange comments through the server.

The use of silent mode is a tournament-related protective measure and does not by itself determine whether further disciplinary action is appropriate.

POSTAL: A player making a complaint concerning allegedly improper communication shall provide the TD with the relevant communication or other supporting material necessary to assess the complaint.

The TD shall consider the material provided and determine whether a violation has occurred. Where appropriate, the TD may direct the players to restrict further correspondence to that necessary for the proper continuation of the game.

Where a violation has occurred, the TD may issue a warning or impose an appropriate tournament-level penalty, taking into account the seriousness of the conduct and any previous warning or related misconduct.

Where the conduct is serious or repeated, the TD may take any further tournament-related measure within the authority conferred on the TD by these Rules and may refer the matter to the WTD.

3.15.3.2 Extremely Slow Play in a Clearly Lost Position

Extremely slow play in a clearly lost position, commonly referred to as Dead Man's Defense (DMD), may constitute a Code of Conduct violation.

The TD shall not conclude that DMD has occurred merely because a player is playing slowly. The position must be clearly lost and the circumstances must provide sufficient reason to conclude that the player's use of time is intended primarily to delay the inevitable conclusion of the game.

In assessing the circumstances, the TD may consider, among other relevant factors:

- a. a sudden and substantial slowing of play in the game concerned after the position became clearly lost;
- b. substantially greater use of leave in that game than in the player's other games; and
- c. under standard time control, a repeated pattern of using a substantial part of newly available reflection time before making only a small number of moves.

No single pattern of time usage, nor any combination of such indicators, shall by itself establish DMD unless the position is also clearly lost and the circumstances as a whole support that conclusion.

Where the TD determines that DMD has occurred, the TD shall issue a warning and require the player to resume play at an appropriate rate.

If the conduct continues after a warning, the TD shall impose an appropriate time penalty. No fixed time penalty is prescribed for DMD beyond the initial warning. The TD shall determine the penalty

according to the circumstances and the degree to which the conduct has continued or escalated. A small time penalty, for example two reflection days, may be appropriate initially; a greater time penalty may be appropriate where the conduct continues or is repeated.

The TD may also inform the player's member federation or national delegate of serious or repeated DMD where the information may be relevant to future nominations or selections.

Serious or repeated DMD may additionally be referred to the WTD for consideration under the applicable disciplinary procedure.

3.15.3.3 Repetitive Draw Offers Amounting to Harassment

Repeated draw offers, or communications intended to circumvent restrictions on repeated draw offers, may constitute harassment or improper communication.

SERVER: Where the ICCF server prevents a further draw offer for the applicable period, a player shall not attempt to circumvent that restriction by using comments or other communications to press the opponent to agree to a draw.

A complaint concerning such conduct shall be dealt with in accordance with the procedure for improper communications above. Where appropriate, the TD may use silent mode to prevent further communications while allowing the game to continue.

POSTAL: Where repeated draw offers or related communications amount to harassment, the TD shall deal with the matter as improper communication and may direct the player to cease such conduct.

3.15.3.4 Suspected Collusion Between Players

A TD shall treat any reasonable suspicion of collusion between players seriously and confidentially.

The TD shall not attempt to make a final determination of collusion. The TD's role is to collect and preserve the relevant information reasonably available and, where there are sufficient grounds for concern, refer the matter confidentially to the WTD.

The referral shall identify the players and event concerned and include the relevant game records, communications, observations, and any other information that may assist the WTD in reviewing the matter.

The TD shall not disclose the suspicion or referral more widely than is necessary for the proper handling of the matter.

Further review of suspected collusion is the responsibility of the WTD in accordance with the applicable ICCF procedure.

3.16 Adjusting Players' Clocks and Time

Adjustment of a player's clock or time by a TD is expected to be a rare measure and may be made only in circumstances expressly authorized by these Rules.

A clock or time adjustment shall not be used to circumvent an exceeding time limit (ETL) determined by the ICCF server.

Unless these Rules expressly authorize the TD to make an adjustment directly, a TD who considers an adjustment necessary shall refer the matter to the WTD.

3.16.1 Resetting or Correcting a Player's Clock

SERVER:

A player's clock may be reset following server unavailability only where the applicable server-availability guarantee under these Rules has been exceeded and the player was on move when the server was unavailable and went to ETL during that period.

A player seeking such a reset, or the player's team captain in a team event, shall submit the request to the TD. The TD shall verify the circumstances and forward the request to the WTD where the game has already been recorded as finished.

Where restoration is permitted under this point, the WTD is responsible for restoring the finished game to ongoing status and for implementing the corresponding clock reset.

The amount of time restored shall be the number of full days of qualifying server unavailability, rounded to the nearest full day, as determined by the Services Director or Deputy Services Director and communicated to the WTD.

A decision to reset a player's clock following server unavailability, including the amount of time restored, may be appealed by the opponent within 14 days after the decision is implemented.

SERVER — STANDARD AND TRIPLE BLOCK WITH GUARANTEED TIME:

Where a request for a substitute or replacement player has been made and the TD has taken more than four days to respond, the relevant clocks may be reset, but no further than the best estimate of the time shown on the clocks at the end of the fourth day following the request.

POSTAL:

Where a substitute or replacement player would otherwise take over a game with very little reflection time remaining, the TD may reset that player's reflection time up to a maximum of five days for the game concerned.

A decision to make such an adjustment, including the amount of time added, may be appealed by the opponent within 14 days after the decision is implemented.

If circumstances not expressly covered above arise and the TD considers that a clock adjustment may be appropriate, the matter shall be referred to the WTD.

3.16.2 Stopping Players' Clocks

A player's clock may be stopped only in circumstances expressly authorized by these Rules and only by the person authorized for that purpose.

SERVER — STANDARD AND TRIPLE BLOCK WITH GUARANTEED TIME:

In a team event, the TD may stop the relevant clocks after receiving a request from the TC for a substitute or replacement player and while the substitute or replacement is being found.

Where the TC initiates a substitution or replacement directly without requesting the TD to implement it, the TC may stop the relevant clocks as part of that procedure.

SERVER — STANDARD AND TRIPLE BLOCK:

The relevant clocks may be stopped when an appeal has been submitted to the appropriate ICCF Appeals Committee.

SERVER — STANDARD:

The TD may stop the relevant clocks when recording leave for a player in accordance with 3.16.3.

If circumstances not expressly covered above arise and the TD considers that stopping a player's clock may be appropriate, the matter shall be referred to the WTD.

3.16.3 Recording Leave for a Player

SERVER — STANDARD:

Where a player is unexpectedly unable to continue playing, the TD may record leave on the player's behalf when there is sufficient reason to do so. Information supporting such action may be received from the player's family or another person acting on the player's behalf, or from an ICCF official.

The TD may record leave only to the extent that the player has leave remaining. The player's remaining

available leave shall be scheduled from the first possible day forward.

A player who becomes able to resume play may cancel any scheduled leave that is no longer required.

When recording leave on a player's behalf, the TD shall at the same time inform the player's national delegate or, in the case of an isolated player, the ICCF Isolated Player Support Officer, unless that person was the source of the request. In a team event, the TD shall also inform the player's TC, unless the TC was the source of the request.

Leave shall never be recorded retroactively.

Recording leave on behalf of a player shall not reverse or otherwise invalidate an ETL that has already occurred.

3.16.4 Moving Banked Time in Triple Block

SERVER — TRIPLE BLOCK:

At the request of a player, or of a person authorized to act on the player's behalf, the TD may move available time from the player's bank to the player's clock.

Time may be moved only where the player has sufficient banked time available and only to the extent that the player's clock does not exceed 50 days.

TEAM: In a team event using triple block without guaranteed time, a team captain who has initiated a substitution or replacement may move available time from the outgoing player's bank to that player's clock while the substitution or replacement is being arranged.

The team captain may not stop the player's clock. Any transfer of banked time shall be limited to the time actually available in the player's bank and shall not increase the player's clock beyond 50 days.

3.17 Substitution and Replacement of Players

Substitution and replacement are different procedures and shall be handled in accordance with the applicable provisions of these Rules.

In a team event, a substitution or replacement is normally initiated and implemented directly by the team captain (TC) through the ICCF server. The TD becomes involved where action by the TD is requested or required under these Rules.

In an individual event, a replacement is an event-management procedure under which one player is replaced by another in the circumstances described below.

Any recalculation of title norm requirements resulting from a change in the composition of an event shall be made in accordance with Appendix 2, Section 3.

3.17.1 General Principles

A substitute or replacement player shall meet the eligibility requirements applicable to the event.

TEAM:

A substitute or replacement player shall not be rated more than 100 points higher than the outgoing player.

There may be only one substitution on any board. A substitution made in error and subsequently corrected shall not count towards this limit. A player who has already served as a playing participant in a rated team event and whose participation has been finalized shall not subsequently be returned to the same team as a substitute or replacement player. A player may not serve as a substitute or replacement for themselves.

The above restriction on returning to the same team does not apply to a friendly match.

A substitute or replacement player shall continue the games of the predecessor from the positions reached at the time of the change.

A team may substitute no more than 50% of its original players. Substitutions resulting from the death of players shall not count towards this limit.

The TC is normally responsible for initiating and implementing a substitution or replacement directly through the ICCF server. Where the procedure is completed correctly through the server, no separate action by the TD is required unless these Rules provide otherwise or a matter requiring a TD decision arises.

Where a substitution or replacement is initiated directly by the TC, no separate formal withdrawal by the outgoing player is required, and the substitution or replacement shall not of itself result in a suspension of that player.

The TC shall complete a directly initiated substitution or replacement within the applicable 60-day period. If an eligible substitute or replacement player is not provided within that period, the outgoing player's remaining games shall be recorded as losses by default.

In triple block without guaranteed time, the TC may, as part of a directly initiated substitution or replacement, move available time from the outgoing player's bank to that player's clock where necessary to prevent an ETL while the change is being completed. Any such transfer shall comply with the applicable triple block time limits.

If a TC makes an error when implementing a substitution or replacement through the ICCF server, the TC may request the WTD to reverse the erroneous action. The WTD is authorized to make such a correction.

3.17.2 TD Action on a Substitution Request

TEAM:

Where a TC asks the TD to implement a substitution or replacement, the TD shall verify that the proposed player is eligible and that the applicable conditions for the change are satisfied.

The TC shall ensure that an eligible substitute or replacement player is placed on the relevant board within 60 days from the initiation of the substitution or replacement procedure.

For a server event, the 60-day period begins at the time recorded by the server when the TC initiates the substitution or replacement or, where the TC asks the TD to implement the change, at the time the TC's request is recorded.

The substitution or replacement must be completed on the ICCF server within that 60-day period. Where the TC asks the TD to implement the change, the TC remains responsible for allowing sufficient time for the TD to complete the procedure before the deadline.

In a postal event, the TC shall provide the TD with an eligible substitute or replacement player within the same 60-day period.

SERVER – STANDARD AND TRIPLE BLOCK WITH GUARANTEED TIME:

Where the TC requests the TD to implement the substitution or replacement, the TD may stop the relevant clocks while the new player is being found.

If the TD implements the change, the new player shall begin on a date set by the TD with the reflection time and, where applicable, leave time that were in place when the TC made the request.

SERVER – TRIPLE BLOCK WITHOUT GUARANTEED TIME:

The clocks shall not be stopped while a substitute or replacement player is being found. The new player shall take over with the time then remaining on the clock and in the bank.

Where the TC fails to provide a substitute or replacement player within the applicable period, the TD shall record the outgoing player's remaining games as losses by default.

In a two-team event, including a friendly match, where the outgoing player has made no move in

any scheduled game, the TC may instead request cancellation of all that player's games. In such circumstances, the TD shall grant the request.

POSTAL — TEAM:

If a player stops play, or if the TD has awarded the player's first exceeding of the time limit and considers that the orderly continuation of play is threatened, the TD may require the TC to provide a substitute player.

The applicable substitution or replacement requirements remain unchanged.

A substitute or replacement player may be required to take over a game with an initial exceeding of the time limit. In such a case, a new count of time shall begin on a date determined by the TD.

3.17.3 Replacement of Players

Replacement differs from substitution. A replacement player plays the continued or restarted games, as applicable, for the replacement player's own rating and may be eligible to obtain a title norm. A substitute player does not assume the same rating risk and cannot obtain a title norm from the substituted games.

3.17.3.1 Individual Events

INDIVIDUAL:

A player may be replaced after an event has been initiated but before its official start date, irrespective of the time control used.

SERVER — STANDARD AND TRIPLE BLOCK WITH GUARANTEED TIME:

A player may also be replaced during the early stage of an individual event (typically no more than four months after the official start date) if:

- a. the outgoing player has completed no game in the event;
- b. there is no pending claim concerning any of the outgoing player's games; and
- c. the average number of moves played across all the outgoing player's games is less than 10.

Where an individual player is replaced, the replacement player starts all games from the beginning with the full time allocation applicable to the event and, under standard time control, the full applicable leave entitlement.

The TO is responsible for selecting and implementing an eligible replacement player in an individual event in accordance with these Rules.

3.17.3.2 Team Events

TEAM:

A substitute player may become a replacement player where:

- a. the outgoing player has completed no game in the event;
- b. there is no pending claim concerning any of the outgoing player's games; and
- c. the average number of moves played across all the outgoing player's games is less than 10.

The substitute or replacement player must also satisfy the applicable eligibility and rating requirements.

Where these conditions are satisfied, the substitute player may request, through the TC, to be treated as a replacement player. The substitute is not required to request replacement status and may choose to remain a substitute.

Upon receipt of such a request, the TD shall approve the request, but only after obtaining the consent of the Qualifications Commissioner.

A replacement player shall continue the games of the predecessor from the positions reached at the time of the change.

3.17.4 Death of a Player

When the death of a player with unfinished games is reported, the TD shall determine the treatment of those games separately for each event in which the player was participating.

TEAM:

Where substitution or replacement is permitted, the deceased player's remaining games may be continued by a substitute or replacement player. The substitution procedure shall be initiated automatically on behalf of the team captain, who shall be notified by the server.

If the deceased player was already a substitute and no further substitution is permitted, the remaining games shall be dealt with in accordance with the provisions below.

ALL EVENTS:

If the deceased player made no move and none of the player's games in the event has ended, all games shall be cancelled if the player is not replaced. In a Silli event, the cross table shall display the corresponding pairings as draws, but such games shall not count towards a title norm.

If the deceased player made at least one move in the event, had no loss by exceeding the time limit (ETL) in that event at the time the death was reported, and is not substituted or replaced, all unfinished games shall be sent for adjudication.

If the deceased player made at least one move and had one or more ETL losses in that event at the time the death was reported, the remaining unfinished games shall be recorded as ETL losses. The dagger symbol (†) shall identify games so determined on or after the date of the player's death.

3.17.5 Postal Substitution and Replacement Procedure

POSTAL:

Where a substitution or replacement occurs in a postal event, the TD shall ensure that the server record of the event correctly identifies the outgoing and incoming players and correctly reflects the status of all finished and unfinished games.

The team captain may require the outgoing player to provide all records and documents necessary for the continuation of the games. If these cannot be obtained from the outgoing player, the team captain may request the necessary records and documents from the opposing team captains, stating the reason for the request.

The incoming player shall receive the information and game records necessary to continue all unfinished games from the positions reached by the predecessor.

Where necessary, the TD shall correct the event record so that games completed by the outgoing player remain attributed to that player and the remaining games are correctly associated with the substitute or replacement player.

Any adjustment of reflection time associated with a postal substitution or replacement shall be made in accordance with the provisions governing adjustment of players' clocks and time.

3.18 Time Defaults, Abandonment and Cancellation of Games

3.18.1 General Principles

A time default, abandonment of games, and cancellation of games are distinct matters and shall be handled according to the applicable Rules.

A game lost by exceeding the applicable time limit or by default is a completed game with a loss recorded against the player concerned. Such a game shall not be treated as a cancelled game.

Where a player's failure or inability to continue playing may be addressed by substitution or replacement, the procedures in section 3.17 shall apply.

Cancellation of a game shall be used only where expressly permitted by the Rules. It shall not be used as an alternative to a time default, default loss, substitution or replacement, or adjudication.

3.18.2 Server Time Defaults

SERVER:

An exceeding of the time limit (ETL) is valid when it is confirmed automatically by the ICCF server. Once confirmed, the game is completed and recorded as a loss for the player who exceeded the time limit.

Once confirmed, the game shall not be restored to ongoing status except as expressly provided in these Rules.

Where a player ceases play in several games, each game shall continue to be dealt with under the applicable Rules unless another procedure, such as substitution or replacement, applies.

3.18.3 Postal Abandonment of Games

POSTAL:

An exceeding of the time limit is valid only when confirmed by the TD. A player's acknowledgement that the time limit has been exceeded does not by itself replace confirmation by the TD.

A default under the four-month rule, as distinct from an ordinary exceeding of the time limit, shall be treated by the TD as indicating possible abandonment of the player's remaining games. The TD shall then proceed as follows:

1. The TD shall contact the player, preferably by email, requesting an explanation for the default. The player's national delegate shall be copied on the communication.
2. If no reply is received within 14 days, plus reasonable time for postal transmission where applicable, and the player is not known to be making moves and is not on leave, the TD shall contact the player again and give a final warning that failure to respond may result in the remaining games being recorded as losses.
3. If no reply is received within a further 14 days, plus reasonable time for postal transmission where applicable, and the player is still not known to be making moves and is not on leave, the player shall be regarded as having abandoned the remaining games. Those games shall be recorded as losses.

3.18.4 Cancellation of Games

Cancellation of games is exceptional and shall occur only where expressly provided for in the Rules.

INDIVIDUAL:

A TD shall not cancel games in an individual event once the event has been posted. Where cancellation is considered necessary, the matter shall be referred to the WTD, who has authority to enact the cancellation.

SERVER:

Where a player is recorded as deceased before making any move in an already posted event, the server may cancel the player's games automatically in accordance with the applicable procedure.

TEAM:

A TD may cancel games only where the Rules expressly authorize cancellation. In particular, the provisions governing substitution and replacement, including the special procedure applicable to two-team events where the outgoing player has made no move, shall apply.

A game shall not be cancelled merely because a player has ceased playing, has exceeded a time limit, or has become unavailable. In such cases the TD shall apply the appropriate procedure for time default, abandonment, substitution or replacement, adjudication, or any other procedure specified by the Rules.

3.19 Adjudications

Adjudication is used to determine the result of an unfinished game in the circumstances specified below. The TD is responsible for initiating the adjudication procedure when required. The rules and procedures concerning the work of the adjudicator are set out in Section 6.

3.19.1 When Adjudication May or Must Be Used

Adjudication should be avoided unless it is necessary for the proper completion or progression of an event.

An unfinished game may be referred for adjudication in the following circumstances:

1. Where an event has a scheduled end date and that date has been reached.
The TD may allow the game to continue beyond the end date if no other person or aspect of the event is affected by its continuation. Once a game has been referred for adjudication, that decision shall not be reversed.
2. Where an event has no scheduled end date and an unfinished game is delaying the next stage of a tournament. The game should normally be allowed to continue. Where its result is required to determine promotion, a title norm, or team placement, the TD may refer the game for adjudication after consultation with the TO, taking into account the integrity and timing of the event.

Where adjudication under either of the circumstances above is foreseeable, the TD should give the players as much advance notice as reasonably possible and normally at least 15 days.

An unfinished game shall be referred for adjudication where a player dies, provided that the player made at least one move in the event, has no ETL loss in that event, and no substitution or replacement occurs.

3.19.2 Automated Adjudication

All ICCF international events shall use the automated adjudication system available through the ICCF server.

When a game is to be referred for adjudication, the TD shall select the adjudication option for each relevant game. The server then administers the adjudication procedure, including notifying the players, administering the applicable time limits, selecting the adjudicator, forwarding the required material, notifying the parties of the decision, and recording the result.

Where both players claim a draw, the server shall record the game as a draw without referring the position to an adjudicator.

The TD does not select the adjudicator when the automated adjudication system is used and shall not be informed of the adjudicator's identity unless disclosure is otherwise authorised.

3.19.3 Manual Adjudication

For an unrated national event, the TO may opt out of using the automated adjudication system when setting up the event. In that case, the TD shall conduct the adjudication procedure manually.

The TD shall:

1. stop the clock or clocks of each game to be adjudicated;
2. notify the players that adjudication is required and inform them of the applicable procedure and time limits;
3. receive the players' claims and any supporting analysis in accordance with the applicable Rules;
4. select an adjudicator whose playing strength is appropriate for the event. In a norm event, the adjudicator's playing strength shall be consistent with the tournament category or higher; in an open or cup event, it shall be consistent with the playing strength of the participants. The adjudicator need not be a member of the ICCF adjudicator group;
5. provide the adjudicator only with the material required for the adjudication, including the game score in PGN format, the players' claims, and any analysis submitted by them;
6. receive the adjudicator's decision;
7. promptly notify the relevant players of the adjudicator's decision and record the result officially; and
8. inform the players whether the decision may be appealed and, if so, of the applicable appeal procedure and time limit.

The adjudicator's identity shall not be disclosed to the players or team captains without the adjudicator's prior consent.

The requirements concerning the submission of players' claims and supporting analysis are set out in section 6.4.1.

The principles governing the assessment of that material and the determination of the result are set out in section 6.4.

3.19.4 Adjudication Appeals

An appeal against an initial adjudication decision is decided by a second adjudicator and not by an ICCF Appeals Committee. The decision of the second adjudicator is final.

An eligible appeal must be received by the TD within 14 days after the player receives notification of the initial adjudication decision. Additional analysis may be submitted for the appeal in accordance with the applicable Rules.

Where the initial adjudication was conducted through the automated system, the TD shall forward the appeal to the WTD with the information required for the appeal to be arranged. The WTD, or a person acting on the WTD's behalf, shall arrange the second adjudication.

Where the initial adjudication was conducted manually, the TD shall arrange the appeal adjudication.

The TD shall select a different adjudicator from the one who made the initial decision and should, where practicable, select one of greater playing strength, preferably reflected by a higher rating than the initial adjudicator, and shall provide that adjudicator with the material from the initial adjudication together

with any additional analysis properly submitted for the appeal. The initial adjudicator shall be given an opportunity to provide any additional comments concerning the initial decision for forwarding to the appeal adjudicator. Any such comments shall be forwarded without disclosing the identity of either adjudicator to the other.

The identity of the appeal adjudicator shall not be disclosed without that adjudicator's prior consent.

3.20 Records to be Kept

3.20.1 General Principle

A TD shall retain records and correspondence relevant to the performance of the TD's duties for as long as they may reasonably be required for the completion or review of the matter concerned.

In particular, records relevant to a decision, claim, complaint, appeal, adjudication, or other unresolved matter shall be retained until the matter has been finally resolved and any applicable period for further review has expired.

The end of an event does not by itself remove the need to retain records that may still be required for such a purpose.

3.20.2 Server Events

SERVER:

Information recorded and retained by the ICCF server need not normally be duplicated or separately archived by the TD.

The TD shall, however, retain any material relevant to the TD's decisions or actions that is not otherwise adequately preserved by the server for as long as it may be required for the completion or review of the matter concerned.

Where information stored on the server becomes available to the TD for the purpose of deciding a claim or complaint, the TD need not routinely make or retain a separate copy unless this is reasonably necessary for the handling or subsequent review of the matter.

3.20.3 Postal Events

POSTAL:

The TD shall retain the game records, correspondence, claims, decisions, and other documentation received or created in the performance of the TD's duties for as long as they may reasonably be required for the completion or review of the matter concerned.

When determining how long such documentation should be retained, the TD shall take account of applicable time limits for claims and appeals and of the additional time reasonably required for postal transmission.

Documentation relevant to an unresolved matter shall not be discarded merely because the event itself has ended.

3.21 Enforcing Rules on Publication of Games

The rules governing the live display or publication of unfinished games are set out in section 2.14.

The TD is not required to monitor players' websites or other publications routinely. However, when a possible violation is brought to the TD's attention, the TD shall investigate the matter and determine whether the requirements of section 2.14 have been met.

If a violation is established, the TD shall apply the consequence prescribed in section 2.14, taking account of any previous violation by the same player in the same event.

Where repeated violations in different events require disciplinary referral, the TD shall refer the matter in accordance with section 1.7.2.

3.22 Warnings, Tournament-Level Measures and Disciplinary Referral

3.22.1 General Principles

The TD is responsible for ensuring compliance within the event with the ICCF Laws of Correspondence Chess, these Rules, applicable tournament regulations and lawful directions issued by the TD.

When dealing with a breach of the Rules, improper conduct or failure to comply with a lawful direction of the TD, the primary purpose of the TD's intervention shall be to correct or prevent the conduct and to ensure the proper continuation of the event.

Where correction or prevention is sufficient, the TD should normally use such measures before imposing a tournament-level penalty. A warning may be given where appropriate. However, a warning is not required before a tournament-level penalty is imposed where the nature or seriousness of the breach justifies immediate action.

Any measure or penalty imposed by the TD shall be proportionate to the nature and seriousness of the breach and shall be applied consistently.

3.22.2 Authority and Progression of Measures

Within the event under the TD's direction, the TD may take appropriate corrective, preventive or tournament-level measures where a player fails to comply with the ICCF Laws of Correspondence Chess, these Rules, applicable tournament regulations or a lawful direction of the TD.

Depending on the nature and seriousness of the breach, the TD may apply measures ranging from a corrective direction or warning to a time penalty, loss of a game or, in a sufficiently serious case, disqualification from the event.

Where these Rules prescribe a particular measure, consequence or progression for a specific breach, that provision shall apply.

Measures may be applied progressively where appropriate. Repeated failure to comply after a warning or previous measure may justify escalation to a more serious tournament-level penalty.

3.22.3 Additional Measures for Postal Events

For postal events, where no more specific provision of these Rules applies, the following progression may be used:

- (a) for a minor breach, the TD may issue a written warning or impose a two-day time penalty;
- (b) for further breaches, further two-day time penalties may be imposed;
- (c) for a more serious breach, the TD may impose a ten-day time penalty;
- (d) in a particularly serious case, the TD may declare the game lost or disqualify the player from the event.

In a team event, where appropriate, the TD may require the team captain to replace a player in accordance with section 3.17.

If a game is not proceeding properly, regardless of the nature of the problem, the TD may require both players to provide the TD with a copy of every move, as transmitted in accordance with the applicable Rules, so that the TD can monitor the progress of the game. While this requirement remains in effect, the TD shall inform the players that no move shall be regarded as valid unless the TD has received a copy of it.

3.22.4 Decisions, Notification and Appeal

A tournament-level penalty or other significant measure imposed by the TD shall be communicated to the player concerned together with the reasons for the decision and information concerning the applicable right of appeal.

Where the TD imposes a significant tournament-level penalty, including loss of a game or disqualification from the event, the TD shall also inform the player's member federation or national delegate.

In other cases, the TD may inform or consult the member federation or national delegate where the nature, seriousness or recurrence of the matter makes this appropriate.

A decision of the TD may be appealed in accordance with section 2.16.

3.22.5 Referral for Disciplinary Action

Where conduct is sufficiently serious or repeated, extends beyond the event concerned, or may require a penalty or sanction beyond the authority of the TD, the TD shall refer the matter to the World Tournament Director in accordance with section 1.7.2.

A referral for disciplinary action does not prevent the TD from taking any corrective, preventive or tournament-level measure within the TD's authority that is necessary for the proper conduct of the event.

Similarly, the imposition of a tournament-level measure or penalty does not prevent disciplinary action from being considered separately where the circumstances justify it.

The TD may provide relevant information concerning the conduct and any action taken to the player's member federation or national delegate.

3.23 When an Appeal Against a TD Decision Is Filed

Appeals against decisions of the TD are governed by section 2.16. The special procedure for appeals against adjudication decisions is governed by the applicable adjudication provisions and is not covered by this section.

When the TD is notified that an appeal against the TD's decision has been filed, the TD shall preserve all relevant records and shall cooperate with the competent appeal body. The TD shall provide, without undue delay, any documents, records or other information requested for the consideration of the appeal and, where requested, shall explain the basis for the decision.

Unless otherwise provided by these Rules or directed by the competent appeal body, the filing of an appeal does not by itself suspend the TD's decision.

The TD shall not alter the decision under appeal merely because an appeal has been filed. This does not prevent the TD from correcting an evident error where the correction resolves the matter and is permitted under these Rules.

When the final decision on the appeal is received, the TD shall implement it without undue delay and shall make, or arrange for, any resulting changes to the event records or server records that fall within the TD's authority.

Records relating to the decision and appeal shall be retained in accordance with section 3.20.

3.24 At the End of an Event

Where certificates have been enabled for an event, the TD or TO shall ensure that any certificates made available by the server are sent to the players entitled to receive them.

The TD is not required to confirm a title norm unless specifically requested to do so by the Qualifications Commissioner.

The completion of all games in an event does not relieve the TD of any outstanding duties under these Rules.

3.25 Absence, Leave and Replacement of the TD

3.25.1 Planned Leave

SERVER: A TD who expects to be unavailable to perform the TD's duties for more than 4 consecutive days shall register the period of leave on the server.

While the TD is on registered leave, the server shall automatically forward notices requiring the TD's attention to the designated backup TD. Registration of leave shall apply to all events currently directed by that TD.

POSTAL: A TD who expects to be unavailable for more than 4 consecutive days shall inform the TO and the players concerned as far in advance as reasonably practicable. In a team event, the team captains shall also be informed.

3.25.2 Extended Leave and Backup Coverage

A TD who expects to be unavailable for more than 3 weeks shall inform the WTD or TO and the designated backup TD sufficiently in advance to allow appropriate coverage to be arranged.

If no suitable backup TD has been appointed, or if the designated backup TD will not be available, the WTD or TO may appoint a temporary TD. Any temporary TD shall meet the requirements applicable to directing the event concerned.

3.25.3 Inability to Continue and Replacement

A TD who becomes unable to continue performing the required duties, or who is unable to accept new assignments for an extended period, shall inform the WTD or relevant TO without undue delay.

The TD shall indicate whether the inability is temporary or permanent and whether replacement is required for any event currently being directed.

Where practicable, the TD shall provide the backup or replacement TD with all information necessary for the continuation of the event, including information concerning any outstanding matters. The information may instead be provided to the WTD or TO for transmission to the backup or replacement TD.

A TD shall not cease performing assigned duties without informing the WTD or relevant TO.

A TD who has been relieved of duties shall inform the WTD or relevant TO when available to accept new assignments again.

4 Organising ICCF events: Instructions for TOs

4.1 The responsibility of a TO

The tournament organizer (TO) is responsible for the organizational arrangements of ICCF events and other events using the ICCF server, within the applicable ICCF rules and any parameters determined by the competent ICCF official or organizing body. This includes, as applicable, the tournament structure, the parameters of play (such as time controls, entry fees, prizes and awards), and the roster of players.

4.2 When a TO is required

A designated tournament organizer (TO) is required for all ICCF tournaments and all other events using the ICCF server. This also applies to national events using the ICCF server, even if the person performing this function is not formally referred to as the TO.

4.3 Requirements to become an ICCF TO

Any player in good standing with ICCF may apply to become a tournament organizer (TO) with the support of a national delegate of an ICCF member federation. The supporting member federation does not need to be the player's own federation.

4.3.1 Obtaining approval to become an ICCF TO

An application supported by a national delegate must be submitted to the World Tournament Director (WTD). The WTD's approval is required before the applicant may receive tournament organizer privileges on the ICCF server. The WTD may reject an application in exceptional cases. Such a decision may be appealed by the supporting national delegate in accordance with the ICCF appeals procedure.

4.3.2 Familiarity with Section 4

Before being permitted to serve as a tournament organizer, a TO must become familiar with the complete Section 4 and acknowledge responsibility for complying with its rules and procedures.

4.3.3 Proper conduct by the TO

Tournament organizers must carry out their duties in accordance with ICCF rules, applicable guidelines, and the principles of fair and impartial tournament organization.

TOs are expected to provide a prompt and professional service to players and other officials, to act with integrity in the promotion and organization of events, and to treat all actual and potential participants fairly. All communications should reflect the spirit of *Amici Sumus*.

A TO must not determine game results, initiate adjudication in the role of a TD, or otherwise exercise powers assigned to the tournament director, unless the TO is also authorised to act as the relevant TD or backup TD.

4.3.4 Suspension or withdrawal of TO privileges

A TO who seriously or repeatedly fails to comply with ICCF rules, applicable procedures, or the standards of conduct set out in this Section may have the TO's privileges suspended or withdrawn. Such

action shall be taken by the World Tournament Director (WTD), or referred to the ICCF Disciplinary Committee where required, in accordance with the applicable ICCF disciplinary procedures.

4.4 TO appointments

An ICCF-approved TO may be appointed by ICCF, a member federation, or by an organisation or official entrusted by either with organising the event. The appointing body may select any ICCF-approved TO, regardless of the TO's member federation. In making the appointment, consideration should be given to the TO's experience and suitability for the particular event.

4.4.1 Conflicts of interest and combining roles

A TO may participate as a player in an event that the TO is organising, provided that the TO receives no preferential treatment and does not use the organisational role to obtain any competitive, rating, title, qualification, or other advantage.

Particular care should be taken when allocating players to sections, determining board order, or making any other organisational decision that may affect the TO's own competitive position. If there is any doubt about a potential conflict of interest, the TO should consult the World Tournament Director before the event is finalised.

A TO may also serve as a TD or backup TD only where the requirements and restrictions applicable to that TD role are satisfied. A TO who is participating as a player must not serve as TD or backup TD for any section in which the TO is playing, except where expressly permitted under Section 3.

4.5 Organising an invitational tournament

4.5.1 Obtaining ICCF approval for an invitational tournament

An international invitational tournament must receive prior approval from the World Tournament Director (WTD), except where the ICCF Rules expressly provide otherwise. The application must be submitted at least three months before the proposed official start date. Where approval is required, invitations must not be issued before it has been granted.

The relevant national delegate should submit the application to the WTD. The application should include:

- (a) the name of the event;
- (b) the organizing member federation and the name of the applicant;
- (c) the proposed official start date;
- (d) the main tournament parameters, including the intended eligibility criteria, number and size of sections, anticipated title-norm categories where applicable, time control, and any special rules or qualification arrangements;
- (e) the name of the proposed tournament organizer; and
- (f) details of any prizes, prize fund, entry fees, appearance fees, or other relevant financial arrangements.

If an approved tournament has not started within six months of the approved start date, renewed approval must be obtained before invitations are resumed or the event proceeds.

For the distinction between invitational, open, and regional events, see § 1.3.3.

4.5.2 Proper invitation procedure

Where prior ICCF approval is required, player recruitment must not begin until that approval has been granted.

Invitations to players in international invitational tournaments must be made through the relevant national delegate (ND). Where an invitation concerns an isolated player, it must be made through the ICCF Isolated Player Support Officer (IPSO). A TO may request the nomination of a particular player, but the decision whether to nominate that player remains with the relevant ND or IPSO. Invitations must not be sent directly to players.

Before the event is placed on the ICCF server, the TO must not disclose to invited or prospective players the identities of other players assigned to the same section. This protects equal preparation conditions and prevents recruitment decisions from being influenced by advance knowledge of the final field.

4.5.3 Rating basis for invitations and eligibility

Where player eligibility or the selection of invitees depends on rating, the TO should determine in advance the ICCF rating list to be used for the invitation and recruitment process. The same rating list should then be applied consistently to all prospective participants throughout that process.

The applicable rating list should be stated in the tournament announcement or invitation where rating forms part of the eligibility criteria. This is particularly important where the recruitment process extends across more than one ICCF rating period.

The rating used for invitation or eligibility purposes may differ from the rating applicable at the official start date of the event. Ratings relevant to the final tournament category, title-norm calculations, and other purposes governed by ICCF rules shall be determined in accordance with the rules applicable at the official start date.

When recruitment begins well in advance of the official start date, the TO should take into account the possibility that changes in players' ratings may affect the anticipated tournament category or title-norm requirements.

4.6 Organising an individual event

4.6.1 Promoting and announcing an event

Where an individual event is open for registration, the TO should ensure that the event is announced sufficiently in advance and through appropriate ICCF communication channels. For ICCF international events, publication on the ICCF website and circulation of the announcement to member federation delegates are normally appropriate methods of publicity.

Member federation delegates may be encouraged to give the event wider publicity among their players through their federation websites or other communication channels.

Events operating on a continuous-entry basis do not normally require a separate announcement for each new group or section.

4.6.2 Registration arrangements

Before registrations are opened, the TO must determine the permitted method or methods of entry in accordance with the applicable ICCF rules. Where the Direct Entry system is required, the event must be arranged accordingly.

The TO must ensure that the registration process reflects the published eligibility requirements, entry fee where applicable, registration period, and any other conditions of participation.

Registrations handled directly by the organiser must be administered in accordance with the applicable ICCF financial and tournament requirements.

Before accepting or allocating an entry, the TO must verify the identity and eligibility of the player and ensure that the player is properly registered with ICCF. A player who is not eligible to participate, including a player subject to an applicable suspension, must not be entered in the event.

4.6.3 Tournament announcement

The tournament announcement should provide sufficient information for prospective participants to understand the event and determine their eligibility. As applicable, it should include the event format, eligibility requirements, applicable rating basis, registration period, entry fee, prizes or awards, official start date, time control, qualification arrangements, and any special conditions of play.

4.6.4 Setting up an individual event

Once any required approval has been obtained and the event parameters have been determined, the TO must create the event on the ICCF server, enter the applicable tournament settings, add and verify the participating players, determine any required allocation or ordering of players, arrange the appropriate TD and backup TD, and verify the complete event setup before the event is started.

Detailed server procedures are described in the *ICCF Tournament Operations Guide*.

4.6.5 International title tournaments

When organising an international title tournament, the TO must ensure that the event is established in accordance with the applicable ICCF title and rating regulations, that all required ICCF rules are applied, and that the tournament structure and participating players satisfy the relevant requirements for the intended title-norm category.

The anticipated title-norm category should be verified before the event is started. Detailed server procedures are described in the *ICCF Tournament Operations Guide*.

4.7 Determining event parameters

Before an event is started, the TO must ensure that all applicable tournament parameters have been determined and correctly entered on the ICCF server. The available parameters and the extent of the TO's discretion depend on the type and status of the event and on the applicable ICCF rules. Detailed server procedures are described in the *ICCF Tournament Operations Guide*.

4.7.1 Event status and structure

The TO must ensure that the event is correctly identified as rated, unrated, or, where applicable, an international title tournament, and that its structure corresponds to the approved or announced format. This includes the required number of players, teams, boards, sections or groups, as applicable.

Where the event requires prior ICCF approval, the server configuration must remain consistent with the parameters approved for that event.

4.7.2 Start and end dates

Every event must have an official start date. This is the date from which the players' reflection time begins to count. An event may be placed on the server before its official start date in accordance with § 4.9.

Where an event requires a fixed completion date, or where completion of one stage is required before a subsequent stage can proceed, the TO should establish an appropriate end date or other applicable deadline in accordance with the relevant rules.

For events using Triple Block time control, the effect of the selected duration and any guaranteed time on the event end date is governed by Appendix 3.

4.7.3 Time control

The TO must select a time control permitted for the type of event concerned and consistent with any approved or announced tournament conditions. Rated events must satisfy the applicable ICCF minimum requirements.

Standard time controls are governed by Section 2, and Triple Block time controls by Appendix 3.

4.7.4 Playing and viewing conditions

The TO must ensure that the settings for game viewing, conditional moves, automated time controls, leave, draw restrictions, tablebase use, and any other playing conditions comply with the ICCF rules applicable to the event.

Where the Rules permit the TO to select among alternative settings, the chosen conditions should be determined before the event is announced or started and applied consistently throughout the event. Any special conditions should be stated in the tournament announcement where they may affect a player's decision to participate.

4.7.5 Pairing and tie-breaking

The TO must select the pairing system appropriate to the event and ensure that it corresponds to the announced tournament format. Any tie-breaking method must comply with the applicable ICCF rules and should be determined before the event starts.

4.7.6 Registration

Registration arrangements are governed by § 4.6.2.

4.7.7 Certificates

Where certificates are to be awarded, the TO should specify before the event starts which finishing positions are eligible. The applicable server option should be enabled during event setup. See § 4.13.

4.7.8 Unrated national events

A member federation may use the ICCF server for an unrated national event with such permitted variations from standard ICCF procedures as are provided elsewhere in these Rules.

Where the server offers optional procedures for unrated national events, the TO must ensure that any selected variation is consistent with the applicable ICCF rules and with the conditions announced for the event. Detailed server procedures are described in the *ICCF Tournament Operations Guide*.

4.8 Appointment of TDs and backup TDs

Each event must have an appropriately qualified tournament director (TD) and, where required, a backup TD. The TO is responsible for ensuring that the necessary appointments are made before the

event starts.

A TD may be selected through the ICCF server's automated selection procedure or, where permitted, a specific TD may be requested by the TO. In either case, the appointed TD must satisfy all applicable ICCF requirements concerning qualification level, specialization, eligibility and conflicts of interest. See Section 3 for the applicable TD requirements.

For national events, priority should normally be given to a suitably qualified TD from the organising member federation, unless another appointment is appropriate.

A TO may serve as TD or backup TD only if the TO independently satisfies all requirements applicable to that role. The restrictions on a TD or backup TD participating as a player in the same event are governed by Section 3.

In a multi-section event, it is recommended that the TD and backup TD do not participate as players in the event. Where participation is permitted under Section 3, they must not direct a section in which they are playing.

A TD may decline an appointment. Except where the Tournament Management Committee is acting as TD, the TO should confirm the selected TD's availability before the event starts.

Detailed server procedures for selecting and appointing TDs are described in the *ICCF Tournament Operations Guide*.

4.9 Starting an event

The TO must ensure that the event is placed online and the start information made available to the participants at least one week before the official start date, unless otherwise provided for the event concerned.

In non-server events, the TO must provide the participants with the applicable start list, rules and other necessary information within the same period.

Detailed server procedures for starting an event are described in the *ICCF Tournament Operations Guide*.

4.10 Multi-group events

Where an event consists of multiple sections at the same stage, the TO must form the sections as evenly as practicable. In particular, the TO should seek reasonable balance in:

- (a) the number of players in each section;
- (b) the average rating and, where relevant, title-norm category of each section; and
- (c) the geographical distribution of players.

Where multiple entries by the same player are permitted, the TO must ensure that the player is not allocated to a section in which the player would be paired against themselves.

Detailed methods for forming and balancing sections are described in the *ICCF Tournament Operations Guide*.

4.11 Organising a team event

A player must not be entered in a team event in any way that would result in the player being paired against themselves.

4.11.1 Setting up a team event

Once any required approval has been obtained and the event parameters have been determined, the TO must create the event on the ICCF server, enter and verify the participating teams and team captains, allocate the players to the appropriate boards, arrange the required TD and backup TD, and verify the complete event setup before the event is started.

Any playing or viewing conditions specific to the event must comply with the applicable ICCF rules and announced tournament conditions.

Detailed server procedures are described in the *ICCF Tournament Operations Guide*.

4.11.2 Champions League

The organisation of a Champions League season is governed by § 1.2.5 and the applicable tournament announcement. The TO must ensure that team registrations and the event setup comply with those requirements. Detailed server procedures are described in the *ICCF Tournament Operations Guide*.

4.11.3 Team captains

Each team must have a team captain (TC). The TC is normally appointed by the relevant member federation or by the person or organisation responsible for forming the team. The TO is not responsible for appointing the TC except where the TO is also acting in that capacity for the organising body, such as in a friendly match or where no member federation is responsible for the team.

The TO must ensure that no person serves as TC for more than one team in the same section, group or division, and that a player of one team does not serve as TC for another team in that same section, group or division. These restrictions apply equally where more than one team is entered by the same member federation, club or organisation.

4.11.4 Allocation of colours

In team tournaments played over several boards, colours must be allocated so that the team drawn as number 1 has White on board 1 against teams with an even draw number, with colours alternating by board and player in accordance with the applicable pairing system.

4.12 Player withdrawal before or after event setup

If a player withdraws before the event has been placed on the server, the TO should arrange an appropriate replacement through the relevant member federation, IPSO, team captain, or other authorised channel.

Once the event has been placed on the server, any substitution or replacement is governed by the applicable provisions of Section 3 and, for team events, Section 5. The TD may request the TO's assistance in finding a suitable replacement player.

4.13 Prizes and awards

Any monetary prizes, medals, trophies, free entries or other awards offered for an event must comply with the applicable ICCF rules and financial requirements and must have any required prior approval.

The tournament announcement must state the prizes or awards being offered and, where applicable, how monetary prizes will be distributed in the event of a tie. Any conditions affecting a player's entitlement to receive a prize must be stated clearly before entries are accepted.

The TO must ensure before announcing a monetary prize that a practical and authorised method of payment is available.

A free entry to a future ICCF event may be offered as a prize only where this has been authorised in accordance with the applicable ICCF financial procedures.

Where additional tournament certificates are to be provided, the TO should determine the eligible finishing positions before the event starts.

4.14 Adjudications and event deadlines

The TO has no responsibility for selecting adjudicators or conducting adjudications. These matters are handled by the TD in accordance with Section 3.

Where completion of an event or stage is required by a particular deadline, the TO must ensure that the TD is informed of that requirement in sufficient time. If an end date has already been established on the server, no further action is normally required from the TO.

4.15 Further assistance

A TO who requires assistance should consult the *ICCF Tournament Operations Guide* and, where necessary, contact the ICCF official responsible for the matter concerned.

Questions concerning tournament approval should normally be referred to the World Tournament Director; questions concerning interpretation of the Rules to the Rules Director; financial or Direct Entry matters to the responsible ICCF official; and technical server issues to the appropriate technical support contact.

5 Instructions for Team Captains

5.1 Role of the Team Captain

Each team in a team event must have a team captain (TC). The TC represents and supports the team in communications and procedural matters arising during the event.

The TC is responsible, as applicable, for communicating with the team's players, other team captains, the tournament director, and other relevant officials; assisting players with procedural questions; helping to resolve minor issues; and arranging substitute or replacement players where required.

Minor issues should, where appropriate, be resolved by the players or team captains without unnecessary involvement of the tournament director. Matters requiring an official ruling, disciplinary action, substitution or replacement, interpretation of the Rules, or other significant intervention must be referred to the tournament director.

In postal events, the TC also performs communication and reporting functions that are handled automatically by the ICCF server in server events.

5.2 Appointment and Status of the Team Captain

Each team must have one designated team captain at any given time. The team captain is appointed in accordance with Section 4.

A backup team captain may be designated, but the backup may act in that capacity only when the designated team captain is temporarily unable to perform the role.

A person serving as team captain must remain eligible to perform that function throughout the event.

5.3 Facilitating Communication

5.3.1 Claims and Other Issues

In server events, game-ending claims that are handled through the ICCF server are submitted directly through the applicable server procedure and do not require the team captain to act as an intermediary.

Other issues should normally be raised by the player with the team captain. The team captain should attempt to resolve minor matters where appropriate and refer to the tournament director any matter requiring an official decision or other intervention.

The team captain is responsible for gathering and forwarding to the tournament director any information reasonably required for the resolution of such a matter.

In postal events, claims and other matters requiring the tournament director's attention are normally communicated through the team captain, unless the issue concerns the team captain's own conduct or failure to perform the role.

5.3.2 Appeals

Appeals in team events are governed by the applicable ICCF appeals procedure.

In server events, the server may notify the team captain of an appeal concerning a player on the team.

In postal events, where the applicable procedure requires an appeal to be submitted through the team captain, the team captain must forward it without delay.

5.3.3 Submission of Game Scores in Postal Events

In postal team events, players must submit completed game scores and results through their team captains in accordance with the applicable playing rules.

The team captain must forward the material to the tournament director without unnecessary delay.

5.4 Monitoring Players and Resolving Problems

5.4.1 Start and Continuation of Play

The team captain should monitor whether the team's players have begun play and continue to participate normally.

If a player fails to begin play, becomes unexpectedly inactive, or otherwise appears unable or unwilling to continue, the team captain should contact the player promptly and, where necessary, inform the tournament director.

Any consequences arising from prolonged inactivity, exceeding time limits, or failure to continue play are governed by the applicable playing and tournament rules.

5.4.2 Player Conflicts and Major Issues

Minor disputes should, where practicable, first be addressed by the players themselves. If the matter remains unresolved, the team captains should attempt to resolve it where appropriate.

A matter requiring an official ruling or intervention must be referred promptly to the tournament director. This includes, in particular, alleged Code of Conduct violations, abandonment, substitution or replacement issues, questions requiring interpretation of the Rules, allegations of cheating, and significant technical or server-related problems.

Where the issue concerns the conduct or failure of a team captain, a player may communicate directly with the tournament director.

5.4.3 Suspected Abandonment

Where a player unexpectedly ceases play without explanation, the team captain should attempt to contact the player and establish whether the player intends and is able to continue.

A player may be considered to have abandoned the event only in accordance with the applicable provisions of Section 3. The team captain must provide the tournament director with any relevant information concerning attempts to contact the player and any response received.

5.5 Player Discontinuation, Substitution and Replacement

5.5.1 Before the Official Start Date

If a player becomes unable or unwilling to participate before the official start date, the team captain must inform the tournament director or tournament organizer, as appropriate, and assist in obtaining an eligible replacement player.

Any replacement after the event has been placed on the server is governed by the applicable provisions of Section 3.

5.5.2 Substitution

Where substitution is permitted under Section 3, the team captain is responsible for finding an eligible substitute player within the applicable time limit and for providing the information required to implement the substitution.

The substitute must satisfy all applicable eligibility and rating requirements and must continue the predecessor's games in accordance with Section 3.

A player may not substitute for themselves, and any limitation on the number of substitutions on a board is governed by Section 3.

5.5.3 Replacement

Where a substitute player may qualify to become a replacement player under Section 3, the team captain may request that status on behalf of the player.

The determination of eligibility for replacement status, including any requirements concerning completed games, number of moves, rating, title norms, or required approval, is governed by Section 3 and the applicable title and rating regulations.

5.5.4 Procedure and Time Limits

The team captain must act promptly once a substitution or replacement becomes necessary and must comply with any applicable deadline for providing the new player.

The team captain must provide the tournament director with the required player details and any other information necessary to complete the change.

Detailed server procedures for substitutions and replacements are described in the *ICCF Tournament Operations Guide*.

5.5.5 Failure to Provide a Substitute or Replacement

If an eligible substitute or replacement player is not provided within the applicable time limit, the remaining games of the outgoing player shall be handled in accordance with Section 3.

In a two-team event, cancellation of the games of a player who has made no move may be permitted where expressly provided by the applicable rules.

5.6 Substitutions or Replacements Initiated by the Team Captain

Where permitted by Section 3, a team captain may initiate and implement a substitution or replacement directly through the ICCF server without requiring the tournament director to enter the change.

The team captain must ensure that the incoming player satisfies all applicable eligibility and rating requirements. Any use of server functions affecting the outgoing player's clocks or time bank must comply with the applicable time-control rules.

Once the team captain initiates a direct substitution or replacement, the process must be completed within the applicable time limit. Failure to complete the process may result in the remaining games on that board being forfeited in accordance with the Rules.

An error made while using the direct substitution or replacement procedure must be referred promptly to the World Tournament Director for correction.

Detailed server procedures are described in the *ICCF Tournament Operations Guide*.

5.7 Adjudications

In server events using the automated adjudication procedure, the team captain has no formal role in the adjudication process except to assist a player with procedural questions where necessary.

Where a manual adjudication procedure is used, the team captain must forward to the relevant player any instructions received from the tournament director and must transmit any material that the applicable procedure requires to be submitted through the team captain.

Adjudication procedures and appeal rights are governed by Sections 3 and 6.

5.8 Records and Communications

The team captain must retain relevant correspondence and other records relating to unresolved or potentially appealable matters during the event and for at least 14 days after the event has ended.

Records automatically maintained by the ICCF server need not be duplicated unless there is a specific reason to preserve additional material.

5.9 Conduct and Availability of the Team Captain

Team captains must perform their duties responsibly and in the spirit of *Amici Sumus*. They are expected to facilitate communication and the resolution of issues affecting their teams and must comply with the ICCF Code of Conduct.

A team captain who becomes temporarily unable to perform the role must ensure that the relevant players, opposing team captains and tournament director are informed, and that any designated backup or replacement team captain is able to assume the necessary duties.

Where uncertain about the correct procedure or interpretation of the Rules, the team captain should consult the tournament director or other appropriate ICCF official.

6 Instructions for ICCF Adjudicators

6.1 Eligibility and Appointment of Adjudicators

6.1.1 Eligibility

Any ICCF player in good standing qualifies to serve as an adjudicator if the player:

- holds the title of GM or SIM; and/or
- has an official ICCF rating of 2500 or higher.

6.1.2 Becoming an ICCF Adjudicator

A player who meets the eligibility requirements may apply to become an ICCF adjudicator.

The application shall include:

- the player's full name;
- ICCF ID number; and
- the languages in which the player is able to understand adjudication material.

The application shall be submitted to the World Tournament Director (WTD). Detailed operational instructions are described in the *ICCF Tournament Operations Guide*.

6.1.3 Assignment of Adjudicators

In ICCF events using the automated adjudication system, adjudicators are selected through the ICCF server.

A selected adjudicator has 4 days to accept or decline an assignment. If no response is received within that period, another adjudicator may be selected.

An adjudicator should not be assigned more games than can reasonably be decided within approximately 30 days. An adjudication should normally be completed within that period.

For an unrated national event in which the tournament organizer has opted out of the automated adjudication system, the tournament director may select an adjudicator manually. In such a case, the selected person need not be a registered ICCF adjudicator, but must satisfy the applicable requirements for the event and may decline the assignment.

Detailed server procedures for receiving, accepting, or declining an assignment are described in the *ICCF Tournament Operations Guide*.

6.1.4 Anonymity

The identity of an adjudicator shall not be disclosed to the players or team captains without the adjudicator's prior consent.

Where the automated selection process is used, the adjudicator's identity shall also not be disclosed to the tournament director.

The identity of an appeal adjudicator shall not be disclosed without that adjudicator's prior consent.

A national delegate may know the identities of adjudicators from that member federation but shall not be informed which adjudicator decided a particular case.

6.2 When Adjudication Is Used

Adjudication is used only in the circumstances provided for in Section 3.

In particular, adjudication may be required:

1. when an event has a scheduled end date, that date has been reached, and an ongoing game has not otherwise been concluded;
2. when an event has no scheduled end date but an unfinished game is delaying the next stage of the event and adjudication is required in accordance with Section 3; or
3. when a player dies while having one or more active games, provided that the conditions for adjudication specified in Section 3 are met.

The decision whether an adjudication is to be initiated, and the procedures for initiating it, are governed by Section 3.

6.3 Material Provided to the Adjudicator

The adjudicator shall be provided only with the material necessary to decide the adjudication.

This material shall consist of:

- the game record in PGN format;
- the claims submitted by the players, whether for a win or a draw;
- any analysis submitted by the players; and
- an indication where a player's claim was generated automatically and therefore contains no supporting analysis.

The material provided to the adjudicator shall be the same whether the game forms part of an individual or a team event.

The adjudicator shall base the decision only on the material properly provided under the adjudication procedure and on any analysis permitted under 6.4.3.

6.4 Adjudication Principles and Procedure

6.4.1 Players' Claims and Analyses

An adjudication claim, once submitted, cannot be withdrawn, negated, or altered.

If both players claim a draw, the game shall be declared drawn without being referred to an adjudicator.

Supporting analysis need not consist only of chess variations. It may also include explanations of plans, positional considerations, or other relevant chess reasoning.

A claim of a win shall not be accepted for consideration without supporting analysis. A win claim submitted without supporting analysis shall instead be treated as a claim of a draw.

The exception is an adjudication arising from the death of a player. In that case, a win claim may be considered without supporting analysis.

If a player fails to submit a claim, the player shall be treated as having submitted a claim of a draw without supporting analysis. Such a player shall have no right to appeal the adjudication decision, except where the adjudication arises from the player's death and a win claim is to be considered in accordance with the applicable procedure.

6.4.2 Assessment of Submitted Analysis

The adjudicator shall begin by considering the claims and analyses submitted by the players.

Where both players have submitted analyses and those analyses follow the same line for several moves, the adjudicator shall treat those moves as if played and begin the adjudication from the position reached at the point where the analyses diverge.

Where one player's claim contains no supporting analysis, the adjudicator shall first determine whether the analysis submitted by the other player is complete, correct, and sufficient to support that player's claim.

When assessing a claim of a win, the adjudicator shall determine whether the player has presented a sufficient chess case for the claimed result. A claim need not consist entirely of variations, but it must explain sufficiently why the position should be won.

The following principles shall apply when assessing the sufficiency of a win claim:

- a. A bare assertion that a position is winning is not sufficient.
- b. A numerical engine evaluation, without adequate supporting chess explanation, is not normally sufficient.
- c. One or more engine-generated variations may support a claim but do not by themselves necessarily constitute sufficient analysis.
- d. Statements based only on material advantage are not necessarily sufficient. The positional significance of the material advantage should also be demonstrated where relevant.
- e. Analysis combining chess variations with explanations of plans, intentions, or positional considerations will normally provide the clearest support for a win claim.
- f. A wholly verbal analysis may be sufficient if it explains in adequate detail how the claimed result would be achieved.
- g. Where submitted analysis contains errors, the adjudicator shall assess their significance. Minor errors that would not materially affect the expected result may be disregarded. A serious error that undermines the basis of a win claim may render that claim unsupported.

In assessing errors or omissions in submitted analysis, the adjudicator should consider whether it would have been reasonable for the opponent to find the relevant drawing or winning continuation.

The adjudicator shall also take account of the players' demonstrated playing strength in the game leading to the adjudicated position.

The adjudicator may assume that both players have access to available endgame tablebases.

6.4.3 Adjudicator's Own Analysis

Adjudicators may use endgame tablebase information, including available 7-piece tablebases.

After considering the players' submitted analyses, the adjudicator may use independent analysis to determine the adjudicated result.

The adjudicator shall not, however, use independent analysis to construct a winning case that was not presented to a reasonable degree in the relevant player's submitted analysis.

The exception is a player whose claim was generated automatically without supporting analysis and for whom the adjudicator has sufficient grounds to determine that a win should be awarded.

6.4.4 Determining the Result

A player shall not be awarded a win where that player submitted only a claim of a draw.

A player who submitted a claim of a win without supporting analysis shall not be awarded a win, except where the adjudication arises from that player's death and the applicable procedure permits the win claim to be considered without supporting analysis.

The adjudicator shall determine the result on the basis of the claims, analyses, and adjudication principles set out in this Section.

6.4.5 Recording and Notification of the Result

The adjudicator shall record the adjudication result promptly once the decision has been reached.

In an automated adjudication, the result is recorded through the ICCF server. The server then records the result on the relevant event crosstable and notifies the appropriate participants and officials.

Detailed server procedures for recording an adjudication result are described in the *ICCF Tournament Operations Guide*.

An adjudication result shall be recorded without delay even where the decision remains subject to appeal.

6.4.6 Records

The adjudicator shall retain any notes or analysis relevant to the reasons for the decision for at least 14 days after the adjudication result has been recorded.

6.5 Appeals against Adjudication Decisions

6.5.1 Right of Appeal

A first adjudication decision may be appealed. Unlike other appeals under the ICCF Rules, an appeal against an adjudication decision is decided by a second adjudicator and not by an ICCF Appeals Committee.

An appeal must be submitted to the tournament director within 14 days after the player receives notification of the adjudication decision. In a team event, the appeal may be submitted through the relevant team captain where required by the applicable procedure.

A player who failed to submit a claim and was therefore treated as having submitted an automated draw claim has no right to appeal the adjudication decision.

A player who did not submit analysis in support of the original claim also has no right to appeal the adjudication decision.

A player entitled to appeal may submit additional analysis for consideration in the appeal. The other player may also submit additional analysis.

6.5.2 Appeal Adjudicator

The appeal adjudicator must be a different person from the adjudicator who made the first decision and should, where practicable, be of greater playing strength, preferably reflected by a higher rating than the initial adjudicator.

The appeal adjudicator shall be provided with the material made available in the initial adjudication, together with any additional analysis properly submitted for the appeal.

The initial adjudicator may provide additional comments concerning the original decision for consideration by the appeal adjudicator. Any such comments shall be forwarded without disclosing the identity of either adjudicator to the other.

The identity of the appeal adjudicator shall remain confidential in accordance with 6.1.4.

6.5.3 Appeal Procedure

The organisation of an adjudication appeal is governed by Section 3.

The appeal adjudicator shall apply the adjudication principles set out in this Section, taking account of the original adjudication material and any additional material properly submitted for the appeal.

The appeal adjudicator shall communicate the decision through the person responsible for organising the appeal. The resulting game result shall then be recorded and the relevant players and officials informed in accordance with the applicable procedure.

The decision of the appeal adjudicator is final. No further appeal against the adjudication decision shall be accepted.

Detailed operational procedures for conducting an adjudication appeal are described in the *ICCF Tournament Operations Guide*.

7 The Tournament Director Committee (TDC)

7.1 Purpose and role of the TDC

The Tournament Director Committee (TDC) is the highest professional authority within the ICCF tournament director and arbiter sector. It is responsible for maintaining professional standards, overseeing the training, development, and evaluation of tournament directors and International Arbiters, and maintaining records of their experience.

The TDC carries out its responsibilities in cooperation with the World Tournament Director (WTD), who retains operational responsibility for tournament direction, and other relevant ICCF officials and bodies.

7.2 Composition and oversight of the TDC

The number of TDC members is not fixed. The TDC shall include:

- (a) the World Tournament Director;
- (b) the Chair of the Appeals Committee;
- (c) at least two International Arbiters;
- (d) at least one tournament director who does not hold the International Arbiter title.

The Chair of the TDC shall be appointed by Congress. The Executive Board shall supervise the TDC between Congresses.

Additional members may include members of the Executive Board, ICCF Commissioners, and other arbiters.

7.3 Responsibilities of the TDC

The TDC exercises the following responsibilities, distinct from the operational responsibilities of the WTD and the title qualification responsibilities of the Qualifications Commissioner (QC).

7.3.1 Rules, procedures and training

- (a) Maintain and keep up to date rules, guidelines, and procedures relating to tournament direction, ensuring their consistency with other ICCF rules and procedures.

- (b) Develop and maintain training and professional development activities for tournament directors, including the TD Review Test.
- (c) Propose changes to rules, guidelines, and procedures relating to tournament direction, in cooperation with the Rules Director and other relevant ICCF officials, for consideration and approval in accordance with the applicable ICCF procedures.

7.3.2 TD records and databases

The TDC shall ensure that up-to-date records of ICCF tournament directors, their qualifications, mentoring arrangements, and tournament directing experience are maintained on the ICCF server.

These records shall include:

- (a) Personal and professional details of tournament directors, including their ICCF identification codes, names, countries, email addresses, language skills, TD levels, arbiter titles (if any), and areas of specialisation.
- (b) Mentoring information, including assigned mentors and tournament directors being mentored.
- (c) Records of tournament directing experience, including tournament codes, the number of participants, and the start and end dates of tournaments directed.
- (d) The current status of tournament directors, including any suspension or inactive status.

The TDC shall ensure that the records are maintained and that relevant information, including summary and aggregate reports, can be provided to ICCF officials as required for the performance of their duties.

Access to personal information shall be governed by the applicable ICCF privacy policy, data protection requirements, and the access permissions associated with the relevant ICCF roles.

7.3.3 International Arbiter title applications

The TDC shall review applications for the International Arbiter (IA) title, verify the applicants' quantitative and qualitative qualifications, and seek assessments from mentors and other relevant ICCF officials where necessary.

The TDC shall forward its recommendations to the Qualifications Commissioner (QC) and the relevant member federation or applicant, as appropriate, in accordance with section 3.6.

7.3.4 Mentoring and consultation

The TDC shall support the mentoring programme for tournament directors, including the maintenance of mentoring records and the exercise of its responsibilities concerning mentor assignments and requirements, in accordance with section 3.5.

The TDC shall provide advice and consultation to tournament directors on matters concerning tournament direction, including the interpretation and application of ICCF rules and procedures in exceptional or uncertain circumstances.

7.3.5 Disciplinary matters

The TDC and its Chair shall exercise their respective responsibilities concerning the suspension of tournament director duties and recommendations for the suspension of the International Arbiter (IA) title, as provided in section 3.8.

Appendix 1

The Working Rules of the Ratings System

Valid from 1 January 2026

1 General Principles

1.1 Basic principles

The ICCF Rating System is a numerical system in which percentage scores are convertible to rating differences and, conversely, rating differences are convertible to winning expectancies.

The basis of the system is the multinomial logit probability function of statistical probability theory.

1.2 Rated tournaments

Eligibility of tournaments for inclusion in the ICCF rating system is governed by section 1.4 of the ICCF Rules.

This Appendix specifies the technical procedure used to calculate ICCF ratings and rating deviations for eligible games.

1.3 Rating used for completed games

When a game is finished, the rating calculation procedure will use the most recently published rating list for the player being rated, even if that list is not valid until after the game has been completed.

The procedure will use the rating valid at the time the game is completed for the opponent of the player being rated.

However, if a player's current rating is lower than that player's starting rating, the new ratings for that player's opponents are calculated using the player's starting rating.

2 Rating Procedure

(The steps below simply describe the rating process without notes or explanations for the sole purpose of defining the rating rules. Both a full technical document, and a simplified guide for players, written by Professor Mark Glickman, describing the ICCF rating system in detail are available at iccf.com, then click on "ICCF Rules" in left column.)

The following steps are to be computed in parallel for all players.

The procedure assumes that every player at the start of the current rating period either has a rating and rating deviation (RD - a measure of rating uncertainty) at the end of a previous rating period, or that the player is unrated.

The following steps determine the rating and rating deviation at the end of the current rating period. These values are then used as the starting point for the next rating period (but see 1.3 above).

2.1 Initial rating and rating deviation

2.1.1 Unrated players

If a player has not yet started any ICCF play and has declared a FIDE rating, set the player's rating to the declared FIDE rating and set the rating deviation to 150. The declared FIDE rating is subject to review by the Ratings Commissioner. Please note that the ICCF only considers FIDE lists that come into effect at the same time as the ICCF rating lists, which means 1 January, 1 April, 1 July, and 1 October each year.

If the player does not wish to declare a FIDE rating, set the initial rating to 1800 and the rating deviation to 250.

2.1.2 Rated players

If the player is rated, use the player's rating from the end of the previous rating period.

Let RD_{old} denote the rating deviation from the previous rating period.

The new rating deviation is determined as follows:

$$RD = \begin{cases} RD_{\text{old}}, & \text{if } RD_{\text{old}} > 120, \\ \min\left(\sqrt{RD_{\text{old}}^2 + c^2}, 120\right), & \text{if } RD_{\text{old}} \leq 120, \end{cases} \quad c = 25. \quad (1)$$

c is a constant that accounts for the increase in uncertainty between rating periods.

If the value obtained from the square-root expression is lower than 30, set $RD = 30$.

2.2 Updating calculations

For a specific player, let:

- r be the pre-period rating,
- RD be the rating deviation determined above (from Step 2.1.),
- m be the number of opponents,
- $r_1, r_2, \dots, r_m$ be the opponents' pre-period ratings (again from Step 2.1),
- $RD_1, RD_2, \dots, RD_m$ be the opponents' rating deviations,
- $y_1, y_2, \dots, y_m$ be the game results.

Each result y_j has one of the following values:

$$y_j = \begin{cases} 1, & \text{for a win,} \\ 0.5, & \text{for a draw,} \\ 0, & \text{for a loss.} \end{cases}$$

Multiple games against the same opponent are treated as games against multiple opponents with the same rating and rating deviation (see Appendix 1, subsection 1.3 and section 6 for the relevant rationale).

Let r' and RD' denote the post-period rating and rating deviation.

2.3 Conversion to the standardised scale

The player's rating and rating deviation are converted to the standardised scale as follows:

$$\mu = \frac{r - 1500}{173.7}, \quad \sigma = \frac{RD}{173.7}. \quad (2)$$

For opponent j :

$$\mu_j = \frac{r_j - 1500}{173.7}, \quad \sigma_j = \frac{RD_j}{173.7}, \quad j = 1, \dots, m. \quad (3)$$

2.4 System parameters

The system parameter values are:

$$\beta_0 = 1.0986, \quad \beta_1 = 0.17037. \quad (4)$$

2.5 Probabilities of win, draw and loss

Define the average standardised rating:

$$\bar{\mu}_j = \frac{\mu + \mu_j}{2}. \quad (5)$$

Define:

$$S_j = \exp(\mu) + \exp(\beta_0 + (1 + \beta_1)\bar{\mu}_j) + \exp(\mu_j). \quad (6)$$

The probabilities of a win, draw and loss against opponent j are:

$$\Pr(\text{win} \mid \mu, \mu_j) = \frac{\exp(\mu)}{S_j}, \quad (7)$$

$$\Pr(\text{draw} \mid \mu, \mu_j) = \frac{\exp(\beta_0 + (1 + \beta_1)\bar{\mu}_j)}{S_j}, \quad (8)$$

$$\Pr(\text{loss} \mid \mu, \mu_j) = \frac{\exp(\mu_j)}{S_j}. \quad (9)$$

2.6 Adjustment for the opponent's rating uncertainty

To account for uncertainty in an opponent's rating, the probabilities are evaluated at two values of the opponent's standardised rating:

$$\mu_j - \sigma_j \quad \text{and} \quad \mu_j + \sigma_j.$$

Define the win probabilities:

$$P_{wj}^- = \Pr(\text{win} \mid \mu, \mu_j - \sigma_j), \quad (10)$$

$$P_{wj}^+ = \Pr(\text{win} \mid \mu, \mu_j + \sigma_j). \quad (11)$$

Define the draw probabilities:

$$P_{dj}^- = \Pr(\text{draw} \mid \mu, \mu_j - \sigma_j), \quad (12)$$

$$P_{dj}^+ = \Pr(\text{draw} \mid \mu, \mu_j + \sigma_j). \quad (13)$$

Define the loss probabilities:

$$P_{lj}^- = \Pr(\text{loss} \mid \mu, \mu_j - \sigma_j), \quad (14)$$

$$P_{lj}^+ = \Pr(\text{loss} \mid \mu, \mu_j + \sigma_j). \quad (15)$$

This involves replacing μ_j in the probability formulas with either $\mu_j - \sigma_j$ or $\mu_j + \sigma_j$, as appropriate.

2.7 Probability associated with the observed result

Let P_j denote twice the average probability of the result observed against opponent j .

It is defined as follows:

$$P_j = \begin{cases} P_{wj}^- + P_{wj}^+, & \text{if } y_j = 1, \\ P_{dj}^- + P_{dj}^+, & \text{if } y_j = 0.5, \\ P_{lj}^- + P_{lj}^+, & \text{if } y_j = 0. \end{cases} \quad (16)$$

2.8 Auxiliary quantities

Define the following auxiliary quantities:

$$w_{1j}^- = P_{wj}^- + 0.5P_{dj}^-, \quad (17)$$

$$w_{1j}^+ = P_{wj}^+ + 0.5P_{dj}^+, \quad (18)$$

$$w_{2j}^- = P_{wj}^- + 0.25P_{dj}^-, \quad (19)$$

$$w_{2j}^+ = P_{wj}^+ + 0.25P_{dj}^+. \quad (20)$$

2.9 First derivative quantity

Define D_{1j} according to the result obtained against opponent j :

$$D_{1j} = \begin{cases} \frac{P_{wj}^- (1 - w_{1j}^-) + P_{wj}^+ (1 - w_{1j}^+)}{P_j} & \text{if } y_j = 1, \\ \frac{P_{dj}^- (0.5 - w_{1j}^-) + P_{dj}^+ (0.5 - w_{1j}^+)}{P_j} & \text{if } y_j = 0.5, \\ \frac{P_{lj}^- (0 - w_{1j}^-) + P_{lj}^+ (0 - w_{1j}^+)}{P_j} & \text{if } y_j = 0. \end{cases} \quad (21)$$

2.10 Second derivative quantity

Define D_{2j} according to the result obtained against opponent j .

For a win, $y_j = 1$:

$$D_{2j} = \frac{1}{P_j} \left[P_{wj}^- \left(1 - w_{2j}^- + 2w_{1j}^- (w_{1j}^- - 1) \right) + P_{wj}^+ \left(1 - w_{2j}^+ + 2w_{1j}^+ (w_{1j}^+ - 1) \right) \right] - D_{1j}^2. \quad (22)$$

For a draw, $y_j = 0.5$:

$$D_{2j} = \frac{1}{P_j} \left[P_{dj}^- \left(0.25 - w_{2j}^- + 2w_{1j}^- (w_{1j}^- - 0.5) \right) + P_{dj}^+ \left(0.25 - w_{2j}^+ + 2w_{1j}^+ (w_{1j}^+ - 0.5) \right) \right] - D_{1j}^2. \quad (23)$$

For a loss, $y_j = 0$:

$$D_{2j} = \frac{1}{P_j} \left[P_{lj}^- \left(0 - w_{2j}^- + 2w_{1j}^- (w_{1j}^- - 0) \right) + P_{lj}^+ \left(0 - w_{2j}^+ + 2w_{1j}^+ (w_{1j}^+ - 0) \right) \right] - D_{1j}^2. \quad (24)$$

2.11 Updated rating and rating deviation

Using the values D_{1j} and D_{2j} , compute the updated rating deviation on the standardised scale:

$$\sigma' = \sqrt{\frac{1}{\frac{1}{\sigma^2} - \sum_{j=1}^m D_{2j}}}. \quad (25)$$

The updated rating on the standardised scale is:

$$\mu' = \mu + (\sigma')^2 \sum_{j=1}^m D_{1j}. \quad (26)$$

2.12 Conversion back to the Elo scale

Convert the updated values μ' and σ' back to the Elo rating scale:

$$r' = 173.7\mu' + 1500, \quad (27)$$

$$RD' = 173.7\sigma'. \quad (28)$$

The values r' and RD' are the post-period rating and rating deviation for the player.

If the player has no game results in the current rating period, no update under this section is performed. The rating remains unchanged, while the rating deviation remains at the value determined at the start of the period after applying the time-related increase described above.

3 Rating Periods and Publication

The rating periods, publication requirements and criteria for inclusion on the active rating list are established in section 1.4 of the ICCF Rules.

The table below shows the relationship between the rating calculation period, the games included in each calculation, the publication of the resulting rating list and the period for which that list is applicable.

Rating period	Games included	Approximate publication	Applicable during
1	September–November	15 December	January–March
2	December–February	15 March	April–June
3	March–May	15 June	July–September
4	June–August	15 September	October–December

For games included in Rating Period 1, the calculations use the player’s rating from Rating List 4, published in September.

Similarly:

- Rating Period 2 uses Rating List 1;
- Rating Period 3 uses Rating List 2;
- Rating Period 4 uses Rating List 3.

The rating applicable to a specific rating list is used for qualification purposes and is included in a tournament table according to the official starting date of the event.

4 Registration of Postal Results

For rating purposes, the result of a postal game shall be included in the rating calculation period in which the result is registered on the ICCF webserver.

To be included in a particular rating calculation period, the result must therefore be registered on the ICCF webserver before the end of that period.

A result registered after the end of a rating calculation period shall be included in the following rating calculation period.

5 Precision and Rounding

Calculations are performed using double-precision floating-point numbers.

Ratings, rating deviations and all intermediate values used in later calculation steps must not be rounded during the calculation.

Only the final values are rounded:

- ratings are rounded to the nearest integer;
- rating deviations are rounded to the nearest integer;
- a value ending in 0.5 is rounded upward;
- rating deviations are limited to the interval $30 \leq RD \leq 250$.

6 Substitute Players in Team Events

The following rules apply to games in team tournaments in which a substitute player participates:

- a) A game is included in the substitute player's new rating only if doing so is advantageous to the substitute player. Otherwise, the game is included in the rating calculation of the player who was substituted.
- b) For the opponent, the game is treated as having been played against whichever player—the original player or the substitute—has the higher rating.

7 Effective Date

The ICCF rating system described in this Appendix was introduced on 1 October 2023.

The present version of this Appendix, including the corrected Rating Deviation provision in subsubsection 2.1.2, is effective from 1 January 2026.

Appendix 2

International Correspondence Chess Title Regulations

Valid from 1 January 2026

1 Requirements for International Title Tournaments

An international title tournament must meet the requirements set out in this section.

1.1 Minimum number of opponents

Each player must have at least eight opponents.

The Title Tournament Commissioner may organize double-round-robin all-play-all tournaments or Scheveningen tournaments with fewer than nine players, provided that each player has a minimum of eight games.

This authority applies only to tournaments organized by the Title Tournament Commissioner and is not transferable to tournaments organized by member federations.

1.2 Player and federation requirements

An international title tournament must also meet the following requirements:

- a) At least 75% of the participating players must have completed at least 12 rated games.
- b) At least 60% of the participating players must have a fixed rating, meaning $RD \leq 120$.
- c) Each player must have opponents representing at least three ICCF-affiliated federations. The flag of an isolated player is treated as equivalent to the flag of an ICCF-affiliated federation for this purpose.
- d) No more than two thirds of the participating players may be members of the same ICCF-affiliated federation ("members" does not necessarily mean the flags under which players play. See section 1.6 and section 2.1 for further details).

1.3 Internal events and exceptions

An event restricted to players from one specific federation or club is considered an internal event and cannot qualify as a title tournament, regardless of how many flags are represented by the participants.

The federation requirements described in point 1.2(c) and point 1.2(d) do not apply to the final stages of multi-stage events, such as World Cups.

1.4 Minimum score and tournament direction

The minimum score required for all player titles is 35% of the possible points.

Play must conform to section 2 of the ICCF Rules and should, whenever possible, be conducted by an International Arbiter.

A tournament in which a Grandmaster norm is possible must be directed by an International Arbiter.

An arbiter may not play in a title tournament that the arbiter directs, even as a filler.

1.5 Events not qualifying as title tournaments

Promotion tournaments, thematic tournaments and cup preliminaries are not considered title tournaments.

1.6 Summary of requirements by number of games

The following table summarises the requirements depending on the number of games played by each participant.

A	B	C	D	E
8	6	7	6	3
9	6	8	6	3.5
10	7	9	7	3.5
11	8	9	8	4
12	8	10	8	4.5
13	9	11	9	5
14	10	12	9	5
15	10	12	10	5.5
16	11	13	11	6
17	12	14	11	6
18	12	15	12	6.5
19	13	15	12	7

In the table:

- A** is the number of games played by each participant;
- B** is the maximum number of players who may be members of the same federation;
- C** is the minimum number of players who must have completed at least 12 rated games;
- D** is the minimum number of players who must have a fixed rating, meaning $RD \leq 120$;
- E** is the minimum number of points required, based on the requirement to score at least 35% of the possible points.

2 Title Norm Calculations

2.1 General principles

The title norms are based on the ICCF Rating System and the following general principles:

- a) The ICCF Rating System is a numerical system in which percentage scores are converted to rating differences and, conversely, rating differences are convertible to scoring probabilities.
- b) The basis of the system is the multinomial logit probability function of statistical probability theory.

2.2 Title performance

A title performance, such as a Grandmaster performance, is determined by assuming that the player has the minimum rating level associated with the title.

The scoring probability against each opponent is then calculated, and the resulting scoring probabilities are summed.

2.3 Winning expectancy

For each opponent i , define the winning expectancy We_i as:

$$We_i = \frac{P_{wi}^- + P_{wi}^+}{2} + \frac{P_{di}^- + P_{di}^+}{4}. \quad (29)$$

Here:

- P_{wi}^- and P_{wi}^+ are the probabilities of a win against an opponent whose standardised rating is $\mu_i - \sigma_i$ and $\mu_i + \sigma_i$, respectively;
- P_{di}^- and P_{di}^+ are the corresponding probabilities of a draw.

These probabilities are calculated using the rating formulas described in Appendix 1.

2.4 Minimum title performance levels

The minimum rating performance levels and the corresponding values on the standardised scale are:

Title	Minimum rating performance	Standardised value
GM	2600	6.332
SIM	2525	5.900
IM	2450	5.469
CCM	2300	4.605
CCE	2150	3.742

2.5 Norm requirement

The norm requirement P for a player in a tournament is the sum of the winning expectancies against all opponents:

$$P = \sum_{i=1}^n We_i, \quad (30)$$

where n is the number of games played by the player.

The norm result is rounded upward to the nearest half point.

2.6 Number of overscored games

The number of overscored games is calculated as follows:

$$n_g = \frac{n(W - \sum_{i=1}^n We_i)}{\sum_{i=1}^n We_i}. \quad (31)$$

Here:

- n_g is the number of overscored games;
- n is the total number of games played by the player;
- W is the player's total score in the tournament.

The value of n_g is rounded downward to the nearest whole number. If the calculated value is negative, it is set to zero.

If a player satisfies the requirements for a title norm, the number of games counted towards the 24-game requirement is the sum of the actual number of games played and the overscore n_g .

2.7 Title norms and direct titles

A title norm is a title performance that also satisfies the applicable requirements for an international title tournament specified in section 1 of this Appendix.

Direct titles are governed by section 1.5.2 and section 1.5.4 of the ICCF Rules.

2.8 Rating average of opponents

The rating average of the opponents, denoted by R_a , is calculated as the total of the opponents' ratings divided by the number of opponents:

$$R_a = \frac{\sum_{i=1}^n r_i}{n}. \quad (32)$$

The rating average is rounded to the nearest whole number. A fractional value of 0.5 is rounded upward.

2.9 Performance rating

To achieve a norm, a player must perform at the minimum rating level associated with the relevant title.

The minimum average rating of the player's opponents must be at least 200 rating points below the required performance rating.

Title	Minimum performance rating R_p	Minimum opponents' average R_a
GM	2600	2400
SIM	2525	2325
IM	2450	2250
CCM	2300	2100
CCE	2150	1950

2.10 Minimum average requirement

A title norm cannot be achieved if the average rating of the player's opponents is below the minimum level required for the relevant title.

2.11 Rating deviation requirements

A player may earn a title norm regardless of the player's rating deviation.

However, to be awarded the title, the player must have a fixed rating, meaning $RD \leq 120$.

2.12 Ratings for players new to ICCF

If a player has not yet started any ICCF play, the player's current recognized FIDE rating may be used in accordance with section 1.4, point 3, provided that the player wishes to use it.

In that case, the player is assigned a rating deviation of 150.

If the player has no recognized rating, or does not wish to use a FIDE rating, the player's initial ICCF rating is set to 1800 and the rating deviation is set to 250.

2.13 Inactive players

A player is considered inactive if the player has no active rated, unrated or Chess960 game and has had no completed game during at least the two most recent calendar years (such as the years 2014 and 2015 in determining inactive status for 2016).

2.14 Previous event categories

The following former event categories are currently retained for billing, marketing, and tournament director eligibility purposes.

2.14.1 Minor categories

Category	Rating range
A	1951–1975
B	1976–2000
C	2001–2025
D	2026–2050
E	2051–2075
F	2076–2100
G	2101–2125
H	2126–2150
I	2151–2175
J	2176–2200
K	2201–2225
L	2226–2250

2.14.2 Major categories

Category	Rating range
1	2251–2275
2	2276–2300
3	2301–2325
4	2326–2350
5	2351–2375
6	2376–2400
7	2401–2425
8	2426–2450
9	2451–2475
10	2476–2500
11	2501–2525
12	2526–2550
13	2551–2575
14	2576–2600
15	2601–2625
16	2626–2650
17	2651–2675
18	2676–2700

3 Computation of Title Results

The following additional provisions apply to the computation and recalculation of title results.

- a) The server, acting on behalf of the Qualifications Commissioner, calculates the title norm requirements for each player in accordance with this Appendix. The requirements applicable at the official start date are displayed in the crosstable and are fixed, except as provided below.
- b) If the composition of a tournament changes before the official start date, the title norm requirements shall be recalculated in accordance with this Appendix using the revised tournament composition.
- c) If a player is replaced after the official start date, the title norm requirements shall be recalculated in accordance with this Appendix. If any revised title norm is higher than it was at the official start date, the title norm shall remain unchanged.
- d) If a player is removed after the official start date without being replaced and that player's games are cancelled, the title norm requirements shall be recalculated in accordance with this Appendix. A title result shall remain valid for the number of games fixed at the official start date. If the cancellation would result in fewer than eight games per player, the requirements fixed at the official start date shall remain unchanged.
- e) Where a substitute player is used in a team event without being granted replacement status, the title norm requirements shall remain unchanged.
- f) Where one norm is sufficient for more than one title, the same norm may be counted towards each applicable title.

4 Exceptional Cases

In exceptional cases, the Executive Board decides on the basis of a proposal from the Qualifications Commissioner.

Appendix 3

The Triple Block Time Control System

Valid from 1 January 2026

1 General Description of Differences from the Standard Time Control

This appendix serves as a single place describing all rules and procedures for the triple block time control system. The rules contained herein are also listed in each relevant section earlier in this document.

- (a) At the beginning of the game, each player is allocated a specific maximum amount of time in which to complete the game. The amount of time is determined by the tournament organizer (TO) when organizing the event.
- (b) Players have far more freedom about how they use their time.
- (c) Leave time as such does not exist. Instead, players can use their time in any specific game as they desire, until the expiration of their remaining time, provided that they still have time on their clock and subject to paragraph (d) below.

Unlike leave time as recorded when using the ICCF standard time control, clocks are never stopped by the player except by making a move or filing a claim or appeal, and not for the purpose of recording leave.

The amount of leave time used by players during standard time control events was taken into consideration when determining the total reflection time available for triple block events.

- (d) “Buffer time”, meaning the hour-and-minute 24-hour clock used in the standard time control, does not exist in the triple block system.

The amount of time accounted for by buffer time in regular time control events was taken into consideration when determining the reflection time available in triple block events.

- (e) Players must do one of two things within a maximum of 50 consecutive days or lose the game:

- (1) make a move; or
- (2) refill their clock from their bank of time.

The clock is refilled automatically after a move is made, provided that the player has time remaining. It can also be refilled manually while it is the player’s move.

- (f) Tournament end dates are certain unless the tournament organizer chooses the “guaranteed time” option described in subsection 2(i). If guaranteed time is selected, there is no fixed end date.

All games will otherwise reach their natural termination by the scheduled end date. Games are not adjudicated merely because the end date has been reached.

- (g) The standard time control rule requiring a player to make a move within 40 days or lose the game does not apply in the triple block system.

The corresponding rule allowing a player to notify the tournament director of an intention to use more than 40 days also does not apply. Both provisions are set out in section 2.6, point 2

- (h) Reflection time is never doubled.

- (i) In standard time control team events, a team captain may stop a player's clocks when initiating a substitution or replacement.

The same applies in triple block events when the tournament organizer has selected the guaranteed time option. See subsection 2(j) below for explanation of "guaranteed time".

In triple block events without guaranteed time, the team captain cannot stop a player's clock. However, the team captain may move time from the player's bank to the player's clock while arranging the substitution or replacement. This provides an alternative means of preventing the games from being lost by exceeding the time limit.

2 Specific Details

- (a) The tournament organizer (TO) sets up the server-based event by specifying the desired official start date and the desired maximum length of time for the event.

The server then automatically determines three separate time allotments for each player. These allotments are called "blocks" of reflection time.

The three blocks are called the "clock", the "increment" and the "bank".

The server also determines the exact end date of the event, although the end date has some flexibility if the tournament organizer chooses to allow "guaranteed time", as explained below.

- (b) All reflection time is measured in days, hours, minutes and seconds, without any rounding up or down to the nearest day, even after a move is made.

Where there is a fixed end date:

- (1) the total amount of reflection time available to each player is always equal to half the scheduled duration of the event; and
- (2) the three blocks of reflection time for each player together always equal that same amount, namely half the scheduled duration of the event.

A tournament organizer's choice to use guaranteed time may add reflection time for each player and may cause the event to continue beyond what would otherwise have been its scheduled end date.

- (c) The first block of reflection time for each player, the "clock", is the time available for the player's immediate move without the player taking any other action.

At the beginning of every game, the clock is always set to 50 days, regardless of the type or duration of the event.

Fifty days is also the maximum amount of time that a player can ever have on the clock. A clock can never contain more than 50 days.

- (d) The second block, the "increment", is reflection time that automatically becomes available to a player after each move made, and only at that time.

The increment applies only to the first 50 moves of the game and not indefinitely.

The increment is automatically added to the player's clock to the extent that the clock contains less than 50 days.

If adding the increment would take the player's clock above 50 days, the clock is increased to 50 days and the remaining part of the increment is transferred to the player's bank.

The number of days in the increment depends on the scheduled duration of the tournament. For example, an event lasting approximately one year has an increment of one day per move, while an event lasting approximately two years has an increment of five days per move.

The server determines the increment automatically from the duration selected by the tournament organizer. The tournament parameters sent to each player when the event starts state the increment applicable to that tournament.

- (e) The third block is the player's "bank". It contains reflection time that the player may use at the player's discretion.

The bank replaces the concept of leave time, as the triple block system does not provide separate leave time.

A player may transfer time from the bank to the clock at any time, subject to the maximum of 50 days on the clock.

The initial allocation in the bank is either 50 or 75 days, depending on the scheduled duration of the tournament.

The server determines the appropriate initial bank allocation and provides that information to each player when the event starts.

The amount of time in the bank can normally only remain unchanged or decrease as the game progresses. However, if an increment would take the clock above 50 days, the excess part of that increment is transferred to the bank.

- (f) The following table illustrates the relationship between the duration of the tournament, the initial clock, the initial bank and the increment.

Duration of Tournament	Initial Clock	Initial Bank	Increment
<i>Days</i>	<i>Days</i>	<i>Days</i>	<i>Days</i>
302 (the minimum allowed to be a rated event)	50	50	1
350 (about 1 year)	50	75	1
400	50	50	2
450	50	75	2
500	50	50	3
550	50	75	3
600	50	50	4
650	50	75	4
700 (about 2 years)	50	50	5
750	50	75	5
800	50	50	6
850	50	75	6
900	50	50	7
950	50	75	7
1000	50	50	8
1050	50	75	8
1100 (about 3 years)	50	50	9

- (g) If a player wishes to use more than 50 days for a single move, the player must transfer time from the bank to the clock before the end of those 50 days.

This may be repeated for as long as the player has time remaining in the bank. The procedure is necessary because the clock can never contain more than 50 days.

Its purposes are to promote a reasonable pace of play, in a manner comparable to section 2.6, point 2, of the standard time control rules, and to limit the time required to detect cases in which players have abandoned all their games or have died during the intervening period.

- (h) In a team event without the guaranteed time option, a team captain (TC) may transfer time from a team member's bank to that player's clock, thereby preventing a team loss through exceeding the time limit.

This is permitted only if:

- (1) time remains available in the player's bank; and
- (2) the team captain substitutes or replaces the original player.

A team captain may not transfer bank time to a player's clock merely to help the current player avoid exceeding the time limit through carelessness or for any other reason.

- (i) When setting up an event, the tournament organizer may select the "guaranteed time" (GT) option.
- (j) If the guaranteed time option is selected and a player completes a move with less than three days remaining on the clock, while having no time remaining in either the bank or the increment, the player's clock is automatically reset to three days. This situation can arise only after move 50.

The automatic resetting of the clock may occur after every subsequent move and may continue indefinitely for the remainder of the game.

Selecting the guaranteed time option means that the event may continue beyond what would otherwise have been its scheduled end date.

The purpose of guaranteed time is to prevent a player from being required to complete every remaining move with only hours, minutes or seconds available. With guaranteed time, a player can always rely on having at least three days of reflection time for the next move.

If the guaranteed time option is not selected, players' clocks are never reset after both the bank and the increment have reached zero, even when a player has less than 24 hours remaining to complete the game.

- (k) In triple block events without guaranteed time, tournament directors cannot reset the clock of a new substitute or replacement player to compensate for the time used in finding that player and completing the administrative substitution or replacement.

Substitutions and replacements therefore take place while the clocks continue to run. This is one of the main reasons why team captains are permitted to transfer time from a player's bank to that player's clock while a substitution or replacement is being arranged.

There is no minimum amount of remaining time required for a substitution or replacement. It may take place whenever the original player still has time remaining on the clock or in the bank.

A substitution or replacement cannot take place after the scheduled end date of the event.

- (l) In triple block events without guaranteed time, players' clocks are never stopped except when a player makes a move, the game ends, or, in rare circumstances, a claim or appeal not handled automatically by the server is filed.

In triple block events with guaranteed time, tournament directors may stop a player's clocks when the intention to substitute or replace that player has been recorded. The same rules then apply as in events using the standard time control.

3 Rule Differences of Importance to Tournament Directors

The following is a summary of the differences in rules for triple block system events compared with events using the standard time control system.

Rules Related to Reflection Time and Clocks

- (1) The rule in section 2.6, point 2, concerning a loss by exceeding the time limit after 40 consecutive days without making a move, does not apply.
- (2) Reflection time is never doubled, including after 20 consecutive days without a move.

- (3) There is no “leave time” in the sense in which that term is used under the standard time control. Players may temporarily go on holiday or otherwise suspend their chess activity whenever they wish and for as long as they wish, provided that they do not allow their clock to reach zero. In practice, this means attending to the clock at least once every 50 days, because a player’s clock can never show more than 50 days. Allowing the clock to reach zero results in a loss by exceeding the time limit.
- Any reference to leave time in the existing rules does not apply to triple block system events.
- (4) In a triple block game without guaranteed time, both players’ clocks must never be stopped simultaneously, except following a claim or an appeal.
- In team events, clocks are not stopped to accommodate a substitution or replacement.
- (5) In practical terms, tournament directors do not reset time on players’ clocks in triple block events without guaranteed time, even following a substitution in a team event.
- If a tournament director considers that a player’s clock should be reset, the tournament director must contact the ICCF Helpdesk and request that the adjustment be made.
- (6) A player can stop the player’s own clock only by making a move or by filing a claim or an appeal. If a claim or appeal is found to be incorrect, the clocks are restarted and the claimant receives a time penalty equal to the amount of time taken to process the claim or appeal.
- (7) Tournament organizers may select the “guaranteed time” (GT) option.
- If this option is selected and, after a player completes a move beyond move 50, the player’s total remaining time is less than three days, the player’s clock is automatically reset to three full days before the next move.
- This automatic resetting of the clock may occur indefinitely.
- Selecting guaranteed time may allow games to continue for an indeterminate period beyond what would otherwise have been the scheduled end date.
- Without guaranteed time, a player can never receive additional time, even when the player’s clock shows less than one day remaining.
- (a) In individual events, the guaranteed time option is directly connected with whether a replacement is allowed during the first four months after the official start date.
- A replacement is always permitted before the official start date.
- If guaranteed time is selected, a replacement may be made during the first four months after the official start date. The replacement player starts all games from the beginning, both in position and in time.
- If guaranteed time is not selected, no replacement is permitted after the official start date.
- (b) In team events, the guaranteed time option does not affect whether substitutions or replacements are permitted.
- Substitutions and replacements are allowed regardless of whether guaranteed time was selected.
- The guaranteed time option determines only whether the player’s clocks may be stopped during the substitution or replacement process or whether the team captain must monitor the clocks and, where necessary, transfer time from the player’s bank to the player’s clock to prevent a loss by exceeding the time limit.
- (8) A player’s manual refilling of the clock in a clearly lost position is a clear indication of extremely slow play in that position and therefore constitutes a violation of the Code of Conduct.
- (9) If a team captain initiates the substitution or replacement of a player, for example to prevent an anticipated loss by exceeding the time limit, the team captain may transfer time from that player’s bank to the player’s clock.
- The following conditions apply:

- (1) time must remain available in the player's bank; and
- (2) the team captain must subsequently substitute or replace the original player.

A team captain may not transfer bank time merely to help the current player avoid a loss by exceeding the time limit through carelessness or for any other reason without also substituting or replacing that player.

No move may be made on that board until the team captain has completed the substitution or replacement.

If the team captain does not complete the substitution or replacement within 60 days after recording the intention to do so, the games are concluded as default losses.

Rules Related to End Dates

- (10) Games are not adjudicated merely because the scheduled end date of the event has been reached. Any reference in the existing rules to adjudication based solely on an event end date does not apply to triple block system events.
- (11) In an event using triple block without guaranteed time, an adjudication can never extend a game beyond its scheduled end date.
- (12) Although team captains are normally allowed 60 days to find a substitute or replacement player, the substitution or replacement process cannot continue beyond the scheduled end date of the event.

4 Instructions for Tournament Organizers Using the Triple Block System

- (1) The tournament organizer (TO) sets up a server-based event by specifying:
 - (a) the desired official start date; and
 - (b) the desired maximum duration of the event, determining its scheduled end date.

Common event durations are approximately one year, two years and three years.

For an event to be rated, its duration must be at least 302 days from the official start date.

For the purpose of determining time limits and the amount of reflection time available, the tournament organizer needs to specify only the start date and the duration of the event.

The tournament organizer does not need to enter the remaining time-control parameters.

Once the duration has been specified, each player receives a finite total amount of reflection time for the complete game. That amount is divided into three separate blocks, each serving a different purpose.

An illustrative table showing the relationship between the tournament duration, initial clock, initial bank and increment is provided in subsection 2(f) above.

- (2) In every team event using the triple block system, the viewing rule for team captains must be set to live viewing with no delay after completion of a game.

This viewing rule is required so that team captains can transfer time from a player's bank to the player's clock when carrying out a substitution or replacement.

- (3) Tournament organizers have one option unique to the triple block system: "guaranteed time" (GT).

If this option is selected and a player's total remaining time after completing a move beyond move 50 is less than three days, the player's clock is automatically reset to three full days before the next move.

This automatic resetting of the clock may occur indefinitely and prevents a sudden-death situation.

Selecting guaranteed time may allow games to continue for an undetermined period beyond what would otherwise have been their scheduled end date.

Without guaranteed time, a player cannot receive additional time, even when the player's clock shows less than one day remaining. The scheduled end date of the event is then maintained.

If a fixed end date is required, the triple block system should be used without guaranteed time.

If no fixed end date is required, the triple block system with guaranteed time is recommended.

- (a) In individual events, the guaranteed time option is directly connected with whether a replacement is allowed during the first four months after the official start date.

A replacement is always permitted before the official start date.

If guaranteed time is selected, replacements are allowed during the first four months after the official start date.

The replacement player starts all games from the beginning, both in position and in time.

If guaranteed time is not selected, no replacement is allowed after the official start date.

- (b) In team events, the guaranteed time option does not affect whether substitutions or replacements are permitted.

Substitutions and replacements are allowed in triple block team events regardless of whether guaranteed time was selected.

ICCF Tournament Operations Guide

Supporting material to the ICCF Rules
Transitional version – Rules Audit 2027

Status of this Guide

This Guide contains operational and server-dependent instructions for tournament officials. It is intended to complement the ICCF Rules but does not establish independent normative requirements.

During the transitional phase of the Rules Audit 2027, the Guide remains associated with the ICCF Rules as supporting material. It is intended ultimately to become part of a separate ICCF Tournament Operations Training framework, potentially using the ICCF test environment for practical training and exercises.

Once that training framework has been formally established and approved by the competent ICCF authority, the Guide may be maintained separately from the ICCF Rules and updated as necessary to reflect changes in server functionality and operational practice.

Relationship with the ICCF Rules

The ICCF Rules determine what tournament officials are required or permitted to do. This Guide explains how those requirements and permissions are implemented in practice, particularly on the ICCF server.

If any description in this Guide conflicts with the ICCF Rules, the ICCF Rules prevail.

Where this Guide refers to a requirement contained in the ICCF Rules, the relevant rule should be consulted before the server procedure is carried out. The Guide should not be used as an independent source for determining player eligibility, ratings, title-norm requirements, disciplinary consequences, appeal rights, or other normative matters.

Verification status of server procedures

This transitional version includes operational material transferred from the 2026 ICCF Rules. The material has been reorganised by task rather than by the structure of the former Rules text.

Server screen names, buttons, menu locations, and available options may change. During the development of the ICCF Tournament Operations Training framework, the procedures in this Guide should be checked against the current ICCF server and, where appropriate, the ICCF test environment. Any obsolete procedure should be updated or removed without requiring a normative amendment to the ICCF Rules.

1 Tournament Directors

1.1 TD account settings and preparation

1.1.1 Recording or changing a TD specialization

Every tournament director must have the appropriate specialization recorded on the ICCF server before being assigned to an event. The available specializations are **server-based**, **postal**, or both, as provided

by the ICCF Rules.

To record or change the specialization:

1. Open the ICCF home page.
2. Select **Personal Settings**.
3. Open the menu that initially displays **Contact**.
4. Select **TD Details**.
5. Select **Server**, **Postal**, or both, as appropriate.

The selected specialization must correspond to the type of event the TD is to direct. The requirements concerning TD specializations are set out in section 3.2.2.

1.1.2 Taking the TD Review Test

The TD Review Test is available through the ICCF server and is specific to the TD's declared specialization.

Before taking the test, the applicable specialization must already have been recorded. To access the test:

1. Open the ICCF home page.
2. Select **Personal Settings**.
3. Open the menu that initially displays **Contact**.
4. Select **TD Details**.
5. Select the **Server Test** or **Postal Test**, as appropriate.

The substantive requirements concerning the TD Review Test are set out in section 3.5.2.

1.2 Monitoring an event

1.2.1 Checking that play has started

A TD who wishes to check whether all players have begun play can normally do so in either of the following ways:

1. use the **Time Report** available from the ICCF home page to identify players who have not moved for an extended period; or
2. open the event crosstable and inspect the relevant individual games.

A check approximately 21 to 28 days after the official start date is normally sufficient for this purpose. If a player appears not to have started any games, the TD should attempt to contact the player and determine whether there is a problem.

The corresponding Rules provision is section 3.11.1.

1.3 Recording postal game results on the server

1.3.1 Preparing the game score

Before entering a postal game result, the TD should verify that:

- the result relates to the correct game;
- the complete game score has been received where required;
- the sequence of moves is correct and can be recorded as a valid PGN game score; and
- obvious transcription errors have been corrected before the result is entered.

Particular care should be taken in two-game matches to ensure that the correct game has been selected.

1.3.2 Entering the result

To record a postal game result on the ICCF server:

1. Open the relevant game.
2. Select **Set result**.
3. Select **Result**.
4. Select the moves field.
5. Copy and paste the game score into the moves field, or enter the moves manually.
6. Select **Show**.
7. Check the displayed game score and result carefully.
8. Confirm that the result is to be recorded when prompted by the server.

A double default or game cancellation may be recorded without a game score where permitted by the ICCF Rules. The normative requirements for postal results and game scores are set out in section 3.11.2.2.

1.4 Handling improper communications

1.4.1 Receiving and reviewing a report

When a player reports allegedly improper communication through the ICCF server, the server makes the relevant complaint and communications available to the TD. The TD should review that material before deciding whether action is required under the ICCF Rules.

The server may place the game in complaint mode while the report is being processed.

1.4.2 Setting silent or normal mode

Where further direct communication between the players should be prevented while allowing the game to continue:

1. Open the relevant game.
2. Open the TD drop-down menu.
3. Select **Set silent mode**.

When silent mode is active, the players can continue playing but cannot exchange comments through the server.

If silent mode is no longer required:

1. Open the relevant game.

2. Open the TD drop-down menu.
3. Select **Set normal mode**.

The decision whether silent mode is appropriate, and any separate disciplinary consequences, are governed by section 3.15.3.1 and the applicable Code of Conduct provisions.

1.5 Postal substitutions and replacements on a server-maintained crosstable

1.5.1 Purpose of the additional server steps

A postal event may be played outside the ICCF server while its crosstable and results are maintained on the server. In that situation, a substitution or replacement requires additional care so that games already completed by the outgoing player remain attributed correctly and only the unfinished games are transferred to the incoming player.

The normative requirements are set out in section 3.17.5.

1.5.2 Updating the crosstable

The procedure is:

1. Substitute or replace the player on the crosstable using the applicable substitution or replacement function.
2. Open **TD – Edit Results**.
3. Check that both the outgoing player and the incoming player are displayed in the event record.
4. For the outgoing player, mark as **Cancelled** each game that had not been completed before the substitution or replacement.
5. For the incoming player, mark as **Cancelled** each game that had already been completed by the outgoing player and therefore is not to be played again.
6. Check the crosstable and game totals after the changes to ensure that completed games remain attributed to the outgoing player and the remaining games are associated with the incoming player.

Immediately after the player is changed, the server may temporarily display additional unfinished games because it retains the record of the outgoing player while also creating the games associated with the incoming player. The cancellation steps above are therefore necessary to restore the correct event record.

Any adjustment of reflection time must be made only where permitted by the ICCF Rules.

1.6 Starting an automated adjudication

All ICCF international events use the automated adjudication system as provided in section 3.19.2.

When a game is to be adjudicated:

1. Open the relevant game or the applicable event-management screen.
2. Select the **adjudication** option for that game.
3. Repeat the procedure for each game that is to be referred for adjudication.

4. Check that the adjudication procedure has been initiated for the intended games.

Once the automated procedure has been initiated, the server administers the subsequent process, including notifying the players, applying the relevant time limits, selecting the adjudicator, forwarding the required material, notifying the parties of the decision, and recording the result.

Where both players submit a claim for a draw, the server records the game as a draw without referring the position to an adjudicator.

1.7 Certificates at the end of an event

Where certificates have been enabled for an event, the final crosstable may provide an option for certificates to be generated or sent for eligible players.

At the end of the event, the TD should:

1. open the final crosstable;
2. check whether the server has made certificates available; and
3. ensure that the available certificates are sent to the players entitled to receive them, unless this is being handled by the TO.

The corresponding responsibility is set out in section 3.24.

The server separately handles notifications concerning title norms. The TD is not required to confirm a title norm unless specifically requested to do so by the Qualifications Commissioner.

1.8 Registering leave as a TD

1.8.1 Using the Take Leave function

A TD who expects to be unavailable for more than 4 consecutive days must register the period of leave on the server in accordance with section 3.25.1.

To register leave:

1. Open any event for which the TD is currently serving.
2. Open the TD drop-down menu above the crosstable.
3. Select **Take Leave**.
4. Enter the required leave period.
5. Confirm the leave.

Registration of leave from one event applies to all events currently directed by that TD. While the TD is on registered leave, notices requiring TD attention are automatically forwarded by the server to the designated backup TD.

For extended leave, backup coverage and replacement of a TD, the applicable provisions of Chapter 3 should be followed.

1.9 TD operational checklist

The following checklist may be used as a practical aid when carrying out routine TD duties on the server. It does not replace the ICCF Rules.

- Confirm that the correct TD specialization is recorded.
- Complete the applicable TD Review Test when required.
- After the start of an event, check for players who may not have begun play where appropriate.
- Review server-generated claims and complaints promptly.
- Use silent mode where permitted and necessary to prevent improper communication while allowing play to continue.
- In postal events, verify game scores carefully before entering results on the server.
- When handling a postal substitution or replacement, verify both the outgoing and incoming players' game records after updating the crosstable.
- Initiate adjudication only for the correct games and verify that the automated procedure has started.
- Check for certificates when an event has finished and ensure that any certificates for which the TD is responsible are sent.
- Register planned leave of more than 4 consecutive days using the server so that the backup TD receives the relevant notices.

2 Tournament Organizers

2.1 Access, acknowledgement and basic preparation

2.1.1 TO access to the server

A person who has been approved to act as a tournament organizer (TO) should have a **TO** heading available on the left side of the ICCF home page. The operational functions used to create and administer events are available from this area.

If the **TO** heading is not displayed when access is expected, the TO should contact the appropriate ICCF official or the relevant member federation so that the server privileges can be checked.

2.1.2 Initial acknowledgement of Section 4 responsibilities

The first time an approved TO selects **Create event**, the server may display an acknowledgement concerning the TO's responsibility to follow Section 4 of the ICCF Rules and the applicable procedures.

The TO must complete the acknowledgement before the server will permit event creation. This acknowledgement is normally required only once for each TO account.

2.1.3 Recommended preparation before creating an event

Before using the event-creation screens, it is efficient to have the following information available, as applicable:

- the approved event name and event type;
- the official start date and any required end date;
- the time control and other approved or announced playing conditions;
- the number of players, teams, boards, sections or groups;

- the ICCF IDs of participating players;
- for team events, the ICCF IDs of team captains;
- the intended TD and backup TD, where a specific appointment is to be requested;
- the applicable registration method, including Direct Entry where required;
- any approved prizes, certificates or other awards; and
- the event announcement or additional information that is to be published.

The TO should consult the ICCF Rules before using any server option whose availability depends on the type or status of the event.

2.2 Publishing and registering an event

2.2.1 Promoting an event in the New Events area

For an ICCF international event that is not operated on a continuous-entry basis, the event announcement will normally be published on the ICCF website and may also be circulated to member federation delegates.

Where wider publicity is appropriate, the announcement may encourage member federation delegates to publicise the event through their federation websites or other communication channels.

Events operated on a continuous-entry basis do not normally require a separate announcement for each new group or section.

2.2.2 Creating a registration event or registration link

A TO may create an event on the server for the purpose of collecting registrations before the actual playing sections are formed.

When this method is used, the TO should plan in advance how the resulting registration list will later be converted into the actual event or events and, where necessary, divided into sections or groups.

The registration settings are configured in the **Registration** area of the event setup.

2.2.3 Registration options

Where the applicable ICCF Rules require the Direct Entry (DE) system, the TO must configure the event accordingly.

For events in which registrations are administered directly by the organiser, the server may provide a **Registration only** option. Where appropriate, selecting **Webserver** enables the server to send registration information to the TO for further processing.

The precise registration options available depend on the event type. The TO should apply only those methods permitted by the ICCF Rules and the approved tournament conditions.

2.2.4 External registration or payment information

Where an organising body has an external webpage used for registrations or permitted payment arrangements, information about that page may be included in the tournament announcement where this is allowed by the applicable ICCF rules and financial procedures.

Additional explanatory information can be placed in the editable long-text area of the tournament announcement. The Guide does not authorise any payment method; financial arrangements must comply with the applicable ICCF requirements.

2.2.5 Editing the tournament announcement

After the event has been created and the appropriate webserver publication option has been selected, the announcement can normally be located through the **New Events** area under the relevant event heading.

The TO can then use the **Edit Announcement** function. The server may display fields such as:

- Event name;
- Featured;
- Short text;
- Qualification requirements; and
- Long text.

Some fields are populated automatically from the event setup and may not be editable. The **Long text** field is intended for additional information supplied by the organiser.

If a **Featured** option is available and used, the event may be displayed more prominently in the **New Events** list.

The editing interface may use an HTML-capable editor. A TO editing formatted material should take care not to introduce malformed HTML or formatting that makes the announcement difficult to read.

The published announcement should be checked after editing to ensure that the information visible to players matches the approved and intended tournament conditions.

2.3 Creating an individual event on the ICCF server

2.3.1 Opening the event-creation procedure

To create an individual event:

1. Go to the ICCF home page.
2. Locate the **TO** heading on the left side of the page.
3. Select **Create event**.

The server normally offers two basic methods:

- **Create new event with default settings;** or
- **Create new event as a copy of existing event.**

The first method is appropriate where the event is being created from scratch. The second can reduce setup work where an existing event already has substantially the same format.

2.3.2 Creating an event with default settings

If **Create new event with default settings** is selected, proceed through the server screens and enter the required information for the new event.

Before the event is started, all settings should be checked against the approved or announced tournament conditions and the ICCF Rules.

2.3.3 Creating an event as a copy of an existing event

If **Create new event as a copy of existing event** is selected, a **Source Event ID** is required.

A source Event ID can normally be found as follows:

1. From the ICCF home page, select **Tables and Results**.
2. Locate an earlier event using the same or a sufficiently similar format.
3. Open that event's crosstable.
4. Inspect the page address in the browser address bar.
5. The numerical event identifier appearing at the end of the address is the Event ID to use as the **Source Event ID**.

After entering the Source Event ID, enter the new event name and any other required identifying information.

Copying an event copies a technical configuration; it does not remove the TO's responsibility to verify every setting for the new event.

2.3.4 Entering the official start date

Enter the intended **Start date**. This is the official start date from which reflection time begins to count.

An event may be placed on the server before its official start date. The minimum advance period and any exceptions are governed by the ICCF Rules.

After entering the initial information, select **OK** to create the event record.

2.3.5 Opening the Player Allocation screen

After creation, the server displays the TO's **Event list**. Locate the newly created event and select the option for allocating players.

On the next screen, select **Edit event** to enter or review the detailed event parameters.

2.3.6 Editing the event before player allocation

The **Edit event** screen contains several tabs or groups of settings. These may include the event name and status, size, dates, TD information, rules or playing conditions, registration, and certificates.

Enter the required information and select **OK** when the editing is complete.

Where available:

- **Cancel** discards the current editing changes; and
- **Delete event** removes the event before it has started.

The precise behaviour of these controls should be verified against the current server before use.

2.3.7 Adding players

After leaving **Edit event**, return to the **Player allocation** screen.

For each player:

1. Enter the player's ICCF ID number.

2. If the ICCF ID is not known, enter the player's family name and use **Lookup** to locate the correct player record.
3. Confirm that the displayed player is the intended participant.
4. Select **Add player**.
5. Repeat the procedure until all players have been entered.

A player must never be allocated in a way that causes the player to be paired against themselves.

2.3.8 FIDE-rating lookup for a new ICCF player

The server may provide a function to look up a FIDE rating after a new player has been added to an event.

This is an operational lookup function only. The TO does not determine, alter or approve a player's ICCF rating. The applicable starting-rating procedure is governed by Appendix 1 of the ICCF Rules and the responsibilities of the Ratings Commissioner.

A TO should therefore use any FIDE-rating lookup only in the manner permitted by the current server procedure and should not manually substitute a rating on the basis of personal judgement.

2.3.9 Ordering players

After all players have been entered, the server may offer alternative methods for determining their order, including:

- retaining a manual order;
- generating a random order; or
- ordering by rating.

The TO must select an ordering method that is appropriate for the event and consistent with the ICCF Rules and announced tournament conditions.

2.3.10 Final check and starting the event

Before selecting **Start**, review the complete event setup. In particular, check:

- the event name and status;
- the official start date and any end date;
- the time control and playing conditions;
- the complete player list;
- player allocation and ordering;
- the TD and backup TD arrangements;
- registration settings; and
- any certificate or award settings.

When all checks are complete, select **Start**. The server will normally ask for confirmation before the event is started.

Once an event is started, correcting setup errors may be substantially more difficult. The final check should therefore be treated as an essential practical step even where the server itself does not require a separate confirmation checklist.

The server normally sends the relevant start notifications automatically and adds the event or games to the participants' server pages.

2.4 Event settings on the Edit Event screen

2.4.1 Name or event-status settings

The event-status area may contain options such as:

- rated;
- unrated; and
- International Title Tournament, where available.

The TO must select the status that corresponds to the approved and intended event. An international title tournament is a rated event but may require its own specific server designation.

2.4.2 International title tournament setup

For an international title tournament organised by a member federation, the server setup has historically required the following sequence:

1. When creating the event, select the appropriate national-event or organising-federation designation where the event is organised by a member federation.
2. Select the appropriate header or organising federation.
3. Select **International Title Tournament** as the rating-rule or event-status option.
4. In the **Rules** area, select the option applying all ICCF rules where this is required for the event.

The wording and location of these options should be verified against the current server. The TO must also verify the intended title-norm category before the event starts. Rating and title-norm calculations are governed by the ICCF Rules and the relevant appendices, not by this Guide.

2.4.3 Size settings

For an individual event, enter the number of players in the section or tournament.

For a team event, the corresponding size settings normally include:

- the number of teams; and
- the number of boards per team.

2.4.4 Date settings

The **Dates** area normally contains:

- **Start date**; and
- **End date**, where applicable.

The Start date is the official start date. An End date should be entered only where appropriate under the ICCF Rules and the structure of the event.

For Triple Block events, the relationship between event duration, guaranteed time and the resulting end date is governed by Appendix 3 of the ICCF Rules. The server may calculate the end date automatically from the selected Triple Block parameters.

2.4.5 TD settings

The **TD** area is used to select or request the tournament director and, where applicable, the backup TD. Detailed TO procedures for this task are given in Section 2.5 of this Guide.

2.4.6 Rules and playing-condition settings

The **Rules** area may contain settings relating to matters such as:

- time control;
- automated flag fall;
- game-viewing conditions;
- conditional moves;
- tie-break rules;
- leave options;
- pairing system;
- tablebase rules;
- Sofia-rule settings; and
- draw-offer restrictions.

These server controls do not themselves determine what is legally permitted. Before altering any of them, the TO must consult the current ICCF Rules for the relevant event type.

For unrated national events, the server may provide additional choices or an option to apply all ICCF rules. Any variation must remain within the options permitted by the ICCF Rules and the announced tournament conditions.

2.4.7 Pairing-system settings

The server may offer pairing systems such as:

- single round robin;
- double round robin;
- team match;
- team championship;
- Silli system;
- Hutton system; and
- Scheveningen systems.

Only a pairing system appropriate to the event should be selected. A specialised tournament format does not need to be described in the ICCF Rules merely because it has been approved or used by ICCF; the event announcement or other tournament documentation may define additional format details where the applicable ICCF Rules are satisfied.

2.4.8 Registration settings

For invitational tournaments, friendly matches and other events in which entries are handled directly, no Direct Entry configuration may be needed.

For events using Direct Entry, follow the procedure in Section 2.6.

2.4.9 Certificate settings

Where tournament certificates are to be made available, the server may provide an option to enable certificates and specify the number of finishing places that are eligible.

The TO should configure this before the event starts where certificates are part of the announced awards. Current ICCF award policy and the relevant tournament rules remain controlling.

2.4.10 Options for unrated national events

Unrated national events may have server options not available for rated or international events. Historically, these have included the possibility of not using certain automated ICCF procedures.

The TO should not infer from the existence of a server checkbox that a variation is automatically permitted. The current ICCF Rules should first be checked to determine whether the option may be used.

Where manual adjudication is permitted, the adjudication procedure itself is a TD procedure and should be followed in the TD part of this Guide once that part has been completed.

2.5 Selecting the TD and backup TD

2.5.1 Automatic TD selection

The automated TD selection procedure has historically been used as follows:

1. Begin creating the event through **Create event**.
2. Choose either the default-settings method or the copy-existing-event method.
3. Open **Edit event** for the new event.
4. Open the **TD** area.
5. Select **Automatic TD Selection**.
6. The server displays or inserts the selected TD and ICCF ID.

The selection should normally be made only after the event type, players and other relevant event details have been entered. The server uses those details to determine whether a TD is eligible for the event. Selecting a TD too early may therefore require the selection process to be repeated later.

As a practical rule, **select the TD near the end of the event-setup process**.

2.5.2 Requesting a specific TD

Where the ICCF Rules allow the TO to request a specific TD, enter the requested TD through the appropriate TD-selection field or function.

The server may reject or prevent an appointment that does not satisfy the applicable qualification, specialisation, conflict-of-interest or other eligibility requirements.

The fact that a person's name can be entered on the server does not replace the requirements of Section 3 of the ICCF Rules.

2.5.3 Confirming availability

Except where the Tournament Management Committee is acting as TD, the TO should contact the selected TD before the event starts and confirm availability.

A suitable message is:

You have been selected to serve as the TD for the event [event name], with a scheduled start date of [date]. Please let me know if you are available to direct this event.

As an operational guideline, if the selected TD does not respond within a reasonable period, the TO should select another eligible TD rather than delay the event. The former Rules used four days as the practical response period; this period is operational guidance and may be adjusted in this Guide without changing the ICCF Rules.

2.6 Direct Entry and registration administration

2.6.1 Configuring Direct Entry

Where entry through the Direct Entry Programme is required, the historical server procedure is:

- (a) Create the event and enter its basic parameters.
- (b) Open the **Registration** area.
- (c) Select **Apply for DE fees**. The server sends the corresponding request to the responsible Direct Entry official.
- (d) Select **Web Server** so that the event can appear in the **New Events** list, where appropriate.
- (e) If entries through national delegates are also to be accepted, select **National Delegate** where that option is available.
- (f) Complete the setup by selecting **OK** until the event-setup procedure is closed.

If the event is not accepting Direct Entry registrations, the DE-fee request is not required.

The precise names of the responsible ICCF offices and server controls should be checked against the current system before this section is finalised for training use.

2.6.2 Verifying registrations

Before allocating an entry, verify the player's identity and ICCF registration status.

A practical verification procedure is:

1. Obtain the player's ICCF ID where possible.

2. Check the player record through the ICCF player or rating-list search.
3. Confirm that the name and ICCF ID correspond to the intended participant.
4. Confirm that the player is fully registered for server use where this is necessary for the event.
5. Check eligibility under the applicable tournament conditions and ICCF Rules.

A TO should also check whether a player is subject to an applicable suspension before finalising the entry. Discovering an ineligible player only after sections have been formed can create avoidable problems with group sizes and balancing.

Players who do not yet have an ICCF ID must be registered through the appropriate ICCF or member-federation process. The TO should not create an unofficial substitute identity or rating merely to complete the event setup.

2.7 Forming multi-group events

2.7.1 Purpose of balancing

Where several sections are formed at the same stage of an event, the ICCF Rules require the TO to seek appropriate balance. The following manual method is retained as practical guidance for cases where the server does not perform the allocation automatically or where the TO needs to check the result.

2.7.2 Manual segment method

Let N be the number of groups to be formed.

1. Determine the required number of groups N , based on the number of entries and the intended group size.
2. List all players in rating order.
3. Divide the list into N rating segments.
4. Form Group 1 by alternating selections through the segments: take the highest available player from segment 1, the lowest available player from segment 2, the highest available player from segment 3, the lowest available player from segment 4, and continue in that pattern until one player has been taken from each segment.
5. Remove the selected entries from the working segments.
6. Repeat the same process to form Group 2 and then the remaining groups.

If players are permitted multiple entries in the same tournament, take particular care that no allocation causes a player to be paired against themselves. Where the allocation method uses a working list containing several entries by the same player, every relevant occurrence must be considered when the next group is formed.

2.7.3 Geographical balancing

After the initial rating-based allocation, review the geographical distribution.

If players from the same country are concentrated disproportionately in one section, exchange players of approximately similar ratings between sections where this can improve geographical balance without materially disturbing the rating or title-norm balance.

The final allocation should be checked again for duplicate-player conflicts and for any event-specific eligibility restrictions.

2.8 Creating and setting up a team event

2.8.1 Initial creation

The initial steps for creating a team event are generally the same as for an individual event:

1. Select **Create event**.
2. Choose either default settings or copy an existing event.
3. Enter the event identification and initial parameters.
4. Create the event and locate it in the TO's Event list.

For team events, select **Allocate teams** for the newly created event.

Before beginning team allocation, it is efficient to have a working list containing:

- each team name;
- each team's country or federation designation where applicable;
- the ICCF ID of each team captain;
- the ICCF ID of every player, arranged by board; and
- the TD information needed for the event.

2.8.2 Editing team-event parameters

From the Team Allocation screen, select **Edit event** and complete the available event-setting tabs.

Check all settings against the ICCF Rules and the announced tournament conditions. In particular, viewing settings for friendly matches and other special event types must correspond to the applicable ICCF rule; they should not be selected merely because the server makes an option available.

When the settings are complete, select **OK**.

Before the event starts, the TO can normally return to **Edit event** to correct the setup. The server may also provide **Cancel** and **Delete event** options. These functions should be used carefully and their current behaviour verified before relying on them.

2.8.3 Adding teams

From the Team Allocation screen:

1. Select **Add team**.
2. Enter the team name.
3. Select the appropriate country or federation designation where required.
4. Enter the ICCF ID of the team captain.
5. If the ICCF ID is not known, use the available **Lookup** function to identify the correct person.
6. Select **OK**.
7. Return to **Add team** and repeat the process until all teams have been entered.

2.8.4 Allocating players to boards

Players are then allocated board by board.

For each board:

1. Select **Allocate players** for the relevant board.
2. Enter the ICCF ID of the player for the first team.
3. Confirm that the correct team is selected for that player.
4. Select **Add player**.
5. Repeat for the corresponding player from each remaining team on that board.
6. When all players for that board have been entered, return to the Team Allocation screen using the available navigation option, historically labelled **Go to team allocation**.
7. Select **Allocate players** for the next board and repeat the process.

Continue until every player on every board has been entered.

A player must never be allocated so that the player is paired against themselves.

2.8.5 Final team-event check and start

Before starting the event:

1. Re-open **Edit event** and check all event parameters.
2. Check every team name and team captain.
3. Check the player allocation on every board.
4. Check the TD and backup TD arrangements.
5. Check the official start date and any event-specific viewing or playing settings.

When everything is correct, select **Start** and confirm the server prompt.

The server normally sends start notifications to the registered players, team captains and TD, and adds the games to the relevant player pages.

2.8.6 Champions League setup

The Champions League is governed by the applicable ICCF Rules and tournament announcement. Its registrations and server setup must follow those current requirements.

Where Champions League registration is conducted through the ICCF server registration system, the TO should use the team-event procedures above together with the event-specific instructions issued for the relevant season.

Detailed historical descriptions of Champions League divisions, qualification and team eligibility are not repeated in this Guide because those matters are normative or event-specific rather than server-operation instructions.

2.9 Starting an event

An event should be placed online sufficiently before its official start date to satisfy the ICCF Rules and allow participants to receive the start information.

The practical server action is performed by selecting **Start** after the complete event setup has been checked. Players cannot begin normal server play before the official start date where the server enforces that date.

The TO should not use the **Start** function merely to test whether an incomplete setup works. The pre-start checklist in Section 2.13 should be completed first.

2.10 Troubleshooting an event that will not start

If the server does not start a newly created event, check the following before requesting technical assistance.

2.10.1 Player registration status

Confirm that every player entered in the event is fully registered for server use. A player may have an ICCF ID but still lack a completed server registration, password setup, or valid registered email address.

If the server identifies a player as not fully registered, resolve the registration issue before attempting to start the event again.

2.10.2 Required event fields

Re-open **Edit event** and check that every required field has been completed. Missing mandatory information can prevent the event from starting.

2.10.3 Connection or browser problem

If selecting **Start** produces no response, first confirm that the internet connection and browser session are functioning normally.

A browser refresh, re-login, or system restart may sometimes resolve a local problem, but these actions should not be treated as a substitute for checking the event data. The current technical-support procedure should be followed if the problem persists.

2.10.4 Escalation

If the event still cannot be started after the player registrations and event fields have been verified, contact the appropriate ICCF technical support contact and provide:

- the event name;
- the Event ID, if already assigned;
- a concise description of what happens when **Start** is selected; and
- any server message or error text displayed.

2.11 Prizes, free entries and certificates

2.11.1 Operational preparation for prizes

Before publishing an event with a monetary prize, confirm that an authorised and practical payment method is available. The specific payment service is an operational matter and should not be hard-coded into the ICCF Rules or this Guide unless it reflects current ICCF financial procedures.

The announcement should clearly state any payment condition that could affect whether a player can receive the prize.

2.11.2 Free-entry prizes

Where a free entry to a future ICCF event has been authorised as a prize, the responsible ICCF financial or Direct Entry official may provide the technical mechanism, historically a token or code, required for the player to claim that entry.

The TO should obtain the required authorisation before advertising the prize and should follow the current ICCF procedure for issuing or recording the free entry.

2.11.3 Tournament certificates

When setting up an event, the server may provide a certificate option. Where certificates are to be awarded:

1. enable the certificate option during event setup;
2. specify the number of eligible finishing positions, where the server requests this information; and
3. verify that the selection corresponds to the announced award conditions and current ICCF award policy.

At the completion of an event, the server may provide the TD with functionality for issuing or sending PDF certificates. The exact end-of-event procedure belongs to the TD part of this Guide.

2.12 Further assistance

For operational questions, the TO should first consult this Guide and the relevant ICCF Rule.

Depending on the issue, further assistance may be required from the ICCF official responsible for:

- tournament approval;
- interpretation of the ICCF Rules;
- Direct Entry or financial matters; or
- technical server support.

Because ICCF offices and responsibilities may change, this Guide should avoid embedding personal names or obsolete contact details. Current contact information should be obtained from the ICCF website or other current ICCF contact directory.

2.13 TO operational checklists

2.13.1 Individual-event pre-start checklist

Before selecting **Start**, confirm that:

- required approval has been obtained;
- the event name and classification are correct;
- the official start date is correct;

- any required end date or event duration is correct;
- the time control is correct;
- all other playing and viewing settings comply with the ICCF Rules and announcement;
- the number of players is correct;
- every player has been correctly identified by ICCF ID;
- every player is eligible and fully registered for server use;
- no player can be paired against themselves;
- player ordering or allocation is correct;
- the TD and backup TD arrangements are correct;
- the selected TD's availability has been confirmed where appropriate;
- registration and Direct Entry settings are correct;
- certificate and award settings are correct; and
- the published announcement matches the final event setup.

2.13.2 Multi-group-event checklist

In addition to the individual-event checklist, confirm that:

- group sizes are as even as practicable;
- average ratings and title-norm categories are reasonably balanced;
- geographical distribution has been reviewed;
- multiple entries by the same player cannot create self-pairings; and
- any event-specific restrictions on multiple entries or qualifications have been checked against the current Rules or tournament announcement.

2.13.3 Team-event pre-start checklist

Before selecting **Start**, confirm that:

- the number of teams and boards is correct;
- all team names are correct;
- each team has the correct team captain;
- every player is allocated to the correct team and board;
- no player can be paired against themselves;
- any required board-order rules have been satisfied;
- colour allocation is correct where it must be set by the organiser;
- viewing settings are correct for the event type;
- the TD and backup TD arrangements are correct; and
- the official start date and all other event parameters have been checked one final time.

3 Team Captains

The team captain (TC) is normally the first point of contact for players in a team event when an issue cannot be resolved directly between the players.

The TC should distinguish between matters that can be handled informally and those that require intervention by the tournament director (TD). The ICCF Rules determine the responsibilities and authority of the TC. This Part of the Guide describes the practical procedures used in carrying out those responsibilities.

3.1 Communicating with Players, Other Team Captains and the TD

3.1.1 General Communication Workflow

For a matter that is not handled automatically by the ICCF server, the TC should normally proceed as follows:

1. Obtain a clear description of the issue from the player.
2. Determine whether the matter can reasonably be resolved without an official ruling.
3. Where appropriate, communicate with the opposing team captain in an attempt to resolve a minor issue.
4. If an official decision or intervention is required, collect the relevant information and forward the matter to the TD.
5. Provide any further information requested by the TD.
6. Inform the player promptly of any decision or instruction that needs to be communicated through the TC.

The TC should not attempt to exercise powers assigned by the ICCF Rules to the TD or another ICCF official.

3.1.2 Information to Include when Referring a Matter to the TD

When referring a matter to the TD, the TC should provide enough information for the issue to be understood without unnecessary further correspondence.

As applicable, this may include:

- the event name and Event ID;
- the board number;
- the names and ICCF IDs of the players concerned;
- the relevant game or games;
- a concise description of the issue;
- relevant dates;
- copies of correspondence or other supporting material; and
- details of any attempt already made to resolve the issue.

Where the issue concerns the TC personally, the player may communicate directly with the TD in accordance with the ICCF Rules.

3.2 Claims

3.2.1 Server Events

In server events, game-ending claims that are handled automatically through the ICCF server do not normally require the TC to submit the claim on behalf of the player.

The player uses the applicable server procedure, and the server processes the claim or forwards it to the appropriate official as required.

The TC may receive information or notification concerning the claim and its outcome. No separate TC action is normally required unless:

- the player requests procedural assistance;
- the TD asks the TC for additional information;
- the matter develops into a non-automated issue; or
- the ICCF Rules require action by the TC in the particular case.

A TC should not duplicate an automated claim by sending a separate manual claim unless specifically required.

3.2.2 Postal Events

In postal team events, claims and supporting material are normally transmitted through the TC.

A practical procedure is:

1. Receive the claim and supporting information from the player.
2. Check that the claim clearly identifies the relevant game and the nature of the claim.
3. Check that any material supplied by the player is included.
4. Forward the claim and supporting material to the TD without unnecessary delay.
5. Retain a copy of the communication.
6. When the TD issues a decision, communicate it promptly to the player where the procedure requires the TC to do so.

The substantive requirements and time limits for claims are determined by the ICCF Rules and are not established by this Guide.

3.3 Appeals

3.3.1 Server Events

In server events, an appeal is normally submitted by the player using the appeal facility provided by the ICCF server.

The TC may be notified automatically that an appeal involving a team member has been filed.

The TC does not normally need to submit or forward a separate appeal unless the applicable procedure specifically requires this.

3.3.2 Postal Events

Where an appeal in a postal team event is required to be submitted through the TC:

1. Receive the appeal and any supporting material from the player.
2. Record the date on which the material was received.
3. Forward the complete appeal promptly to the person or body specified by the applicable ICCF procedure.
4. Retain a copy of the submission and related correspondence.
5. Forward any subsequent decision or request for information to the player without unnecessary delay.

The TC should not edit the substance of a player's appeal. If clarification is required, the TC may ask the player to provide it before forwarding the appeal, provided that doing so does not jeopardise an applicable deadline.

3.4 Game Scores in Postal Team Events

After a postal game is completed, the player should provide the result and complete game score to the TC in accordance with the ICCF Rules.

The TC should:

1. confirm that the game and players are clearly identified;
2. check that both the result and game score have been supplied;
3. forward the material to the TD without unnecessary delay; and
4. retain a copy until the result has been recorded and any relevant appeal period has expired.

The TD, not the TC, is responsible for entering the result and game score on the ICCF server where this is required.

3.5 Monitoring the Team

3.5.1 Checking that Play Has Started

After the event has started, the TC should monitor whether all players on the team have begun play.

A practical check should include:

- whether each player has accessed the event;
- whether play has begun on the player's boards;
- whether any player appears unexpectedly inactive; and
- whether the TC has received any message indicating that a player is unable or unwilling to continue.

If a problem is identified, the TC should contact the player promptly rather than wait until the situation develops into an ETL, abandonment, or other formal problem.

3.5.2 Contacting an Inactive Player

When a player becomes unexpectedly inactive:

1. Attempt to contact the player using the available contact details.

2. Ask whether the player intends and is able to continue.
3. Keep a record of the contact attempt and any response.
4. Inform the TD if the player cannot be contacted, states that play will not continue, or another formal intervention may be required.

The TC should provide the TD with the dates of contact attempts and copies of relevant communications where requested.

Whether the circumstances constitute abandonment is determined under the ICCF Rules, not by this Guide.

3.6 Resolving Minor Problems

A minor misunderstanding between players should normally be addressed first by the players themselves.

If the matter remains unresolved and does not require an official ruling, the TC may contact the opposing TC and attempt to resolve the issue informally.

Examples of matters that should normally be referred to the TD rather than settled solely between TCs include:

- alleged Code of Conduct violations;
- suspected abandonment;
- requests for substitution or replacement requiring official action;
- questions requiring interpretation of the ICCF Rules;
- allegations of cheating;
- significant server or technical problems; and
- any matter requiring an official ruling or sanction.

The purpose of TC-to-TC communication is to facilitate resolution, not to replace the TD's authority.

3.7 Substitution and Replacement

3.7.1 Preparing for a Substitution or Replacement

Before initiating a substitution or replacement, the TC should have available:

- the ICCF ID of the outgoing player;
- the board concerned;
- the ICCF ID of the proposed incoming player;
- the incoming player's current rating and other relevant eligibility information; and
- sufficient information to determine whether the proposed change complies with Section 3 of the ICCF Rules.

The TC should check eligibility before beginning the server procedure. The server's acceptance of an entry should not be treated as a substitute for checking the applicable Rules.

3.7.2 Substitution or Replacement through the TD

Where the TC asks the TD to implement the change:

1. Inform the TD that a substitution or replacement is required.
2. Identify the outgoing player and board.
3. Provide the name and ICCF ID of the proposed incoming player.
4. Provide any additional information required by the Rules or requested by the TD.
5. Respond promptly if the TD requests another player or additional information.
6. After the change has been made, verify that the correct incoming player appears on the relevant board.

Where the predecessor's game information or correspondence is required, the TC should obtain it from the outgoing player where possible. If that is not possible, the TC may seek the necessary information through the appropriate opposing team captain in accordance with the Rules.

3.7.3 Direct Substitution or Replacement by the TC

Where Section 3 permits the TC to initiate and implement the change directly on the ICCF server, the TC should use the substitution or replacement function associated with the relevant team or board.

The practical sequence is:

1. Open the relevant team event.
2. Locate the board and outgoing player.
3. Open the server function for substitution or replacement.
4. Indicate the intention to substitute or replace the outgoing player.
5. Follow the server prompts for the relevant procedure.
6. Enter or select the incoming player's ICCF record.
7. Review any time-control or clock options presented by the server.
8. Confirm the change only after checking the outgoing player, incoming player, and board.
9. Return to the team or event display and verify that the change has been recorded correctly.

The server may present different time-related options depending on the time control. Before stopping clocks, transferring time, or making any other time-related adjustment, the TC must check the applicable provisions of Section 3.

A direct substitution or replacement must not be initiated merely to explore the available server options.

3.7.4 Clock and Time-Bank Functions during a Direct Change

The server may provide the TC with time-management functions while a direct substitution or replacement is being processed.

Depending on the applicable time control, these may include:

- stopping the relevant clocks; or
- transferring permitted time from a Triple Block time bank to the player's clock.

These functions must only be used where permitted by the ICCF Rules.

If the TC uses a time-related function in connection with a proposed substitution or replacement, the TC must ensure that the process is completed within the applicable Rules. The existence of a server control does not itself authorise its use.

3.7.5 Checking the Completed Change

After a substitution or replacement has been entered, the TC should verify:

- that the correct player has been replaced;
- that the incoming player is listed on the correct board;
- that all relevant ongoing games are associated with the correct player;
- that completed games have not been altered incorrectly;
- that the clocks or time bank display the expected values; and
- that no unintended change has occurred elsewhere in the team.

Any discrepancy should be reported immediately rather than allowing further play to continue on the basis of an incorrect setup.

3.7.6 Correcting an Error

If the TC makes an error while implementing a direct substitution or replacement, the TC should not attempt a second improvised change in order to undo the first.

The TC should:

1. record exactly what was entered;
2. note the affected team, board, players, and games;
3. avoid further changes that could complicate correction; and
4. contact the World Tournament Director promptly with the relevant details.

The World Tournament Director may correct an erroneous direct substitution/replacement in accordance with the ICCF Rules.

3.8 Manual Adjudication Procedures

In a server event using the normal automated adjudication procedure, the TC has no formal operational role beyond assisting a player with procedural questions where necessary.

Where a manual adjudication procedure is being used and the TD communicates through the TCs, the TC should:

1. forward the TD's adjudication instructions promptly to the relevant player;
2. make clear which game is affected;
3. forward any deadline or procedural information supplied by the TD;
4. where the applicable procedure requires transmission through the TC, receive the player's claim and supporting analysis;
5. forward that material to the TD without alteration; and

6. retain copies of the correspondence until the adjudication and any appeal have been completed.

The TC does not assess the chess merits of the adjudication claim in the official procedure.

3.9 Records and Correspondence

The ICCF server retains game information and other records generated automatically by the system, but external email and postal correspondence may not be retained by the server.

The TC should therefore maintain an orderly record of significant communications, including:

- matters referred by players;
- correspondence with opposing TCs;
- matters referred to the TD;
- substitution or replacement correspondence;
- abandonment enquiries;
- postal claims and appeals;
- postal game scores; and
- adjudication correspondence where applicable.

Relevant material should be retained during the event and for at least the period required by the ICCF Rules after the event has ended.

For long-running team events, it is useful to organise records by event, board, or player so that material can be retrieved quickly if requested by the TD or an appeal body.

3.10 Temporary Unavailability of the Team Captain

If the TC expects to be temporarily unavailable and unable to perform the role, the TC should arrange the necessary communication before becoming unavailable.

As applicable, the TC should inform:

- the players on the team;
- the opposing team captain or captains;
- the TD; and
- any designated backup TC.

The information should state the expected period of unavailability and, where a backup TC will act, identify that person clearly.

A backup TC should not act simultaneously with the designated TC. If the change is more than temporary, the person or organisation responsible for the team should arrange for the appropriate change of TC in accordance with the ICCF Rules.

3.11 Practical Assistance and Escalation

If the TC is uncertain how to deal with a matter, the first point of contact should normally be the TD responsible for the event.

A matter should be escalated further only where appropriate under the ICCF Rules or where the TD directs the TC to the responsible ICCF official.

For technical problems, the TC should provide enough information to identify the issue, including where available:

- the event name and Event ID;
- the team and board;
- the relevant player or players;
- the affected game;
- the action that was being attempted;
- the server response or error message; and
- the approximate date and time of the problem.

3.12 TC Operational Checklist

During a team event, the TC should periodically confirm that:

- all players have begun and are continuing play;
- player messages requiring action have been answered;
- minor issues have been addressed or referred as appropriate;
- matters requiring an official ruling have been forwarded to the TD;
- inactive players have been contacted promptly;
- any required substitute or replacement is being arranged within the applicable time limit;
- direct server substitutions or replacements have been checked after completion;
- postal claims, appeals and game scores have been forwarded where applicable;
- relevant correspondence is being retained;
- any adjudication instructions have been forwarded promptly; and
- arrangements have been made if the TC will be temporarily unable to perform the role.

4 Adjudicators

This Part describes the practical procedures associated with serving as an ICCF adjudicator.

The eligibility requirements, adjudication principles, rules concerning submitted analysis, determination of results, anonymity, and rights of appeal are governed by Section 6 of the ICCF Rules. This Guide does not modify those requirements.

4.1 Applying to Become an ICCF Adjudicator

A player who satisfies the eligibility requirements in section 6.1.1 may apply to become an ICCF adjudicator.

The application is submitted to the World Tournament Director (WTD) and should include:

- a clear statement that the player wishes to become an ICCF adjudicator;
- the player's full name;
- the player's ICCF ID number; and
- the languages in which the player is able to understand adjudication material.

The current procedure is to submit this information to the WTD by email.

The substantive eligibility requirements are set out in section 6.1.1.

4.2 Receiving an Adjudication Assignment

4.2.1 Automated Assignment

For an event using the automated adjudication system, the ICCF server selects an adjudicator and sends the selected person notification of the proposed assignment.

The adjudicator should respond as soon as reasonably possible and in any case within the period specified in the ICCF Rules.

The selected adjudicator may:

- accept the assignment; or
- decline the assignment.

If the adjudicator does not respond within the applicable period, the server may select another adjudicator.

Promptly declining an assignment that cannot be completed is preferable to allowing the response period to expire, as this permits the adjudication to be reassigned without unnecessary delay.

The applicable assignment requirements are set out in section 6.1.3.

4.2.2 Before Accepting an Assignment

Before accepting an assignment, the adjudicator should consider whether the adjudication can reasonably be completed within the time expected by the ICCF Rules.

An assignment should be declined promptly if, for example:

- the adjudicator is temporarily unavailable;
- existing adjudication work would prevent timely completion;
- the adjudicator cannot adequately understand the material provided; or
- another circumstance would prevent the adjudicator from carrying out the assignment properly.

The adjudicator need not wait until the end of the response period before declining an assignment.

4.2.3 Manual Assignment

Where a manual adjudication procedure is used, the assignment is made outside the automated server-selection process.

The person organising the adjudication will normally contact the proposed adjudicator directly and provide sufficient information for the adjudicator to decide whether to accept the assignment.

If the assignment is accepted, the required adjudication material is then provided manually.

A person receiving a manual assignment may decline it in the same way as an adjudicator selected through the automated system.

The circumstances in which manual adjudication may be used are governed by the ICCF Rules.

4.3 Receiving the Adjudication Material

4.3.1 Automated Adjudication

After an automated assignment has been accepted, the adjudicator is provided with the adjudication material through the ICCF system.

The material normally consists of:

- the game record in PGN format;
- each player's claim of a win or draw;
- any analysis submitted by the players; and
- an indication where a claim was generated automatically and therefore contains no supporting analysis.

The adjudicator should first verify that the material relates to the intended game and that the claims and analyses displayed are identifiable.

The adjudicator should not seek additional information from the players directly.

The material on which the adjudication may be based is governed by section 6.3 and the adjudication principles in Section 6.

4.3.2 Manual Adjudication

For a manual adjudication, the corresponding material is forwarded to the adjudicator by the person responsible for organising the procedure.

The adjudicator should verify that the material received includes, as applicable:

- the correct PGN game record;
- each player's claim;
- the analyses submitted by the players; and
- any information required to identify a claim for which no supporting analysis was submitted.

If material appears to be missing or unclear, the adjudicator should contact the person organising the adjudication rather than communicating directly with either player.

4.4 Working on an Adjudication

The substantive method of assessing the position is governed by section 6.4.

As a practical workflow, the adjudicator should normally:

1. identify the position from which the adjudication is to be made;
2. review each player's claim;
3. review the analysis submitted in support of each claim;

4. determine whether the submitted material satisfies the requirements of the ICCF Rules;
5. carry out any independent analysis permitted by the Rules;
6. determine the appropriate game result; and
7. retain sufficient notes to explain the reasoning if an appeal is subsequently filed.

The adjudicator should not communicate with either player about the merits of the position while the adjudication is pending.

The identity of the adjudicator remains confidential as provided in section 6.1.4.

4.5 Recording an Adjudication Result

4.5.1 Automated Adjudication

When the adjudicator has reached a decision, the result is recorded using the options provided by the ICCF server.

The adjudicator should:

1. open the relevant adjudication assignment;
2. select the game result determined under the ICCF Rules;
3. check the selected result before confirming it; and
4. submit the decision through the server.

Once the result has been submitted, the automated system records the result on the relevant event crosstable and informs the appropriate players and officials.

No separate notification by the adjudicator is normally required.

The adjudicator should not delay recording a completed decision merely because the decision may subsequently be appealed.

The corresponding Rules provision is section 6.4.5.

4.5.2 Manual Adjudication

Where the adjudication is being conducted manually, the adjudicator should communicate the decision to the person responsible for organising the adjudication.

The communication should clearly identify:

- the relevant event;
- the game;
- the result determined by the adjudicator; and
- any reasoning or explanatory material required by the applicable procedure.

The adjudicator should not independently alter the event crosstable unless specifically authorised to do so by the applicable procedure.

The person responsible for the manual adjudication is responsible for ensuring that the decision is communicated to the relevant players and that the result is recorded.

4.6 Keeping Adjudication Records

The adjudicator should retain sufficient notes to explain the basis of the decision in case an appeal is filed.

Useful records may include:

- working variations;
- relevant tablebase information;
- positional assessments;
- notes concerning the submitted analyses; and
- the reasoning supporting the final result.

These records should be retained for at least the period required by section 6.4.6.

The adjudicator does not need to duplicate material that remains reliably available through the ICCF server unless keeping a copy is useful for the adjudicator's own records.

4.7 Adjudication Appeals

4.7.1 General Workflow

An appeal against an adjudication decision is not handled by an ICCF Appeals Committee. It is referred to a second adjudicator in accordance with Section 6.

The organisation of the appeal is carried out by the appropriate ICCF official or other person responsible under the ICCF Rules. The appeal adjudicator should not communicate directly with either player concerning the merits of the appeal.

The substantive requirements for the right of appeal are set out in section 6.5.1.

4.7.2 Selecting the Appeal Adjudicator

The appeal adjudicator must be different from the adjudicator who made the initial decision.

Where practicable, the person organising the appeal should select an adjudicator of greater playing strength, preferably reflected by a higher rating than the initial adjudicator.

The identity of the appeal adjudicator is confidential in accordance with section 6.1.4.

The initial and appeal adjudicators should not be identified to one another.

4.7.3 Material Sent to the Appeal Adjudicator

Once the appeal adjudicator has accepted the assignment, the person organising the appeal should provide:

- the material used in the initial adjudication;
- any additional analysis properly submitted by either player for the appeal; and
- any comments from the initial adjudicator that are properly included in the appeal procedure.

The initial adjudicator may be asked whether there is anything further that should be forwarded concerning the reasoning for the original decision.

The initial adjudicator is not required to provide additional comments.

Where comments are supplied, they should be forwarded without revealing the identity of the initial adjudicator to the appeal adjudicator or the identity of the appeal adjudicator to the initial adjudicator.

4.7.4 Conducting the Appeal Adjudication

The appeal adjudicator applies the same adjudication principles as for an initial adjudication, taking account of the material from the original adjudication and any additional material properly submitted for the appeal.

The appeal adjudicator should maintain independent judgment and should not treat the initial adjudication result as determinative.

When the appeal decision has been reached, the appeal adjudicator should communicate the result to the person responsible for organising the appeal.

The appeal adjudicator should not normally communicate the result directly to the players or alter the event crosstable personally.

4.7.5 Completing the Appeal Procedure

Under the current manual procedure, the person responsible for organising the appeal:

1. receives the appeal adjudicator's decision;
2. informs the relevant TD and players;
3. arranges for the result on the event crosstable to be changed if the appeal decision requires it; and
4. may inform the initial adjudicator of the appeal adjudicator's decision as a professional courtesy.

The decision of the appeal adjudicator is final under the ICCF Rules.

4.8 Adjudicator Operational Checklist

When handling an adjudication, the adjudicator should confirm that:

- the assignment has been accepted or declined promptly;
- the adjudication can be completed within the expected period;
- the correct game and adjudication material have been received;
- no direct communication with the players has taken place concerning the merits of the adjudication;
- the players' claims and analyses have been assessed in accordance with Section 6;
- any independent analysis remains within the limits permitted by the ICCF Rules;
- the correct result has been selected before it is submitted;
- relevant notes have been retained for the required period; and
- confidentiality of the adjudicator's identity has been maintained.

For an appeal adjudication, the adjudicator should additionally confirm that:

- the adjudicator did not decide the initial adjudication;

- the original adjudication material and any properly submitted additional analysis have been received;
- the identity of the initial adjudicator has not been disclosed; and
- the appeal decision has been communicated through the person responsible for organising the appeal.