US Chess Certified Tournament Directors

US Chess National Events

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

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

- National High School
- National Junior High
- National Elementary
- National K-12 Championship
- US Open

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

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

A complete list can be found on the US Chess Website at: http://www.uschess.org/content/view/12116/705/

Chief TD Selection Process

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

It is desirable to have the Chief TD for the US Open reside in the host state when possible. In an effort to have the US Chess state affiliate be an active part of the event, have the support of the local chess community, and allow US Chess to have a local contact, a qualified National...
Tournament Director (NTD) from the host state may be chosen as well as the other needed TD’s to work the floor should be invited to work at the US Open. To be considered qualified the NTD should have directing experience, be familiar with the US Open program, be prepared to promote the event with the local/state chess community, and a willingness to fulfil the duties of the Chief TD. Referrals are a factor as well.

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

Chief TD’s are selected from those with a desire, by filling out the form below or by past history, to be the Chief TD of one of the US Chess Scholastic National events, specifically the National High School, National Junior High, National Elementary, and the National K-12 Grade Championship. Listed below are some of the things considered when selecting a Chief TD for the USCF National Scholastics:

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

**Tournament Director Selection Process**

The Director of Events for US Chess chooses the Chief TD for each national event. The Chief TD must be a Certified National Tournament Director with US Chess.

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

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

All tournament staff are subject to background checks. Any offer of employment at a US Chess national event is contingent upon a satisfactory background check. US Chess will bear the cost.
Once all the TD staff for the event is approved, contracts are sent out to potential staff from US Chess. The contract includes the name, date, and time of the event as well as a deadline for returning the contract.

**Reimbursements, expenses, and TD Pay**

Tournament Directors are reimbursed for travel. TD staff should book their airfare as soon as possible to obtain the best rate for their flight. Any airfare over $400 must be preapproved by the Director of Events. If driving, the mileage rate is $0.50 per mile up to a maximum of $250.

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

All TD’s and staff are paid by check at the conclusion of the event for contracted pay, travel reimbursement, and a *per diem* for meals.

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

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

- Parking
- Transportation to and from the hotel
- Luggage Fees

Please remit this form to eventapplications@uschess.org when you have completed it. Please contact the Assistant Director of Events, Pete Karagianis, at pete.karagianis@uschess.org if you have any questions. You may fax the form to (931) 787-1238. You may also mail the form to:

Pete Karagianis  
Assistant Director of Events  
US Chess Federation  
PO Box 3967  
Crossville, TN 38557
Tournament Director Application

Name: _____________________________________________ Date: _______________

US Chess ID#: ___________________________ Expiration Date: ______________________

Address: _____________________________ City: ______________ ST: ____ Zip: ______

Phone (home): _______________________ Cell: _____________________________

Email Address: __________________________________________________________

How should we contact you: _______________________________________________

TD Certification Level: _________ How Long? ______________________________

Are you working on increasing your TD Certification Level? _________________

Have you worked at a US Chess National Event? _______________________________

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

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

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

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

Please list some of your TD experience: ______________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________
Chief TD Application

Name: _____________________________________________ Date: _______________

US Chess ID#: ___________________________ Expiration Date: ______________________

Address: _______________________________ City: ______________ ST: ____ Zip: ______

Phone (home): __________________________ Cell: _____________________________

Email Address: __________________________________________________________

How should we contact you: _______________________________________________

TD Certification Level: _________ How Long? ______________________________

Have you worked at a US Chess National Event? ______________________________

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

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_______________________________________________________________________

_______________________________________________________________________

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

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

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