



HULL AND DISTRICT CHESS ASSOCIATION CHARITABLE TRUST

OFFICER ROLES

PRESIDENT

The overall role of the President is to provide leadership, drive and direction to the Charity ensuring the delivery of its objectives and public benefit. To be the Champion for all the Association does.

- To ensure the Charity has the best possible Trustees (and to lead on recruitment) who understand their role, the Strategies of the Charity and its constitution
- To understand the role of the Charity and be able to provide guidance to Trustees on its objects and strategies
- To ensure that the Officers of the Charity are fulfilling their roles and to provide support to them when required
- To ensure the delivery of the Chess Strategy and that all the efforts of the charity are focused on its delivery and the delivery of public benefit for its beneficiaries; that its expenditure is aligned to deliver the Charities objectives.
- To act as a figurehead for the charity (for example, representing it at functions, meetings or in the press).
- To lead on the development of the board and ensuring its decisions are implemented.
- To develop close links with external stakeholders.
- To Chair meetings of Trustees and at the AGM, ensuring that they are effective, focused, timely and that decisions made by the Trustees and at AGM's are delivered

VICE PRESIDENT

The role of the Vice President is to support the President in his role, undertaking those duties the President is unable to fulfil.

GENERAL SECRETARY

The overall role of the General Secretary is to ensure the smooth running of the Charity and to be 'guardian' of the process of meetings.

General duties:

To ensure the smooth running of the charity and, in particular:

- To ensure agenda and minutes are taken at all Trustee, General and Annual Meetings; that all appropriate notice is given, appropriate reports produced, meetings are quorate and that decisions taken are recorded, publicised and implemented.
- To be the main point of contact with club secretaries and general contact point for players.

- To support the other officers in their roles as appropriate and to act as an information and reference point for the Chair and other committee members: clarifying past practice and decisions; Upholding the legal and other requirements of governing documents, charity law, Charity Commission Guidance etc (where relevant) are followed and implemented where appropriate.
- To ensure that the Charities Membership list is kept up to date
- To ensure the handbook is updated every year and published at the start of the season
- To produce an annual report

Strategies and Rules:

Ensure that the key strategies and the General Rules of the Charity are up to date and appropriately implemented.

Events Programme: To ensure that the agreed events programme is organised and completed.

External bodies:

To be the main contact point with ECF and Charities Commission

Budgets: To be responsible for any allocated budgets

Data Protection: To be the responsible data protection officer

LEAGUE SECRETARY

The overall role of the League Secretary is to ensure the smooth running of the 6-board and 4-board league competitions, manage LMS, act as Chief Arbiter across all HDCA League and Cup competitions, and produce and submit grading files to the ECF for all HDCA competitions, including tournaments and congresses.

League Competitions:

- Obtain from the Club Secretaries their teams and player registrations for the competitions
- Agree estimated grades for new players with their Club Secretaries
- Share team names and other relevant details with the Fixture Secretary
- Obtain the fixture lists from the Fixture Secretary

LMS:

- Set up and maintain LMS on behalf of the HDCA, including:
 - Setting up the leagues and competitions at the start of the winter and summer season
 - Entering and maintaining the fixtures lists
 - Player admin:
 - Adding new players
 - Updating players with estimated grades when the ECF issues the January grading list
 - Removing players
- Ensure captains enter and verify match results into LMS within the specified timescales
- Check results for any grade violations; penalise offending teams in accordance with the rules.
- Lock verified results
- Advise captains on how to gain access to LMS
- Maintain the HDCA LMS User Guide
- Advise Club Event owners on use of LMS.

Chief Arbiter:

- Advise the Team Captains of any Chess Rules changes, ECF or FIDE.
- Resolve and rule on any chess disputes arisen from any match (league and cup competition)
- Provide feedback and advice on any proposal for rule changes that relate to HDCA competition or tournament

Grading:

- Obtain the grades for all HDCA players from the ECF when it issues the July and January grading lists
- Create and maintain the HDCA Grading List; forward it to the Publicity Officer/Webmaster for uploading to the website
- Check for players who are not ECF member and contact the relevant Club Secretaries to ensure the offending player becomes member; provide the Treasure with a list of players and any grading penalties the HDCA will be incurring for non-members playing more than 3 graded games.
- Produce and submit grading files to the ECF for all games played in the HDCA competitions, Club Competitions (e.g. St Andrews and Beverley), the Hull Congress, Rapid Play and any other tournaments and congresses that HDCA may organise in the future.

Handbook:

- Provide the Secretary with input for the handbook¹, including:
 - Any updates to the club details, including captains' names and contact details
 - Links to the various fixture lists in LMS
 - Team lists
 - Players lists
 - Grading list

Other

- Manage any budget allocation made to the post by the Charity
- Produce League Secretary reports for the Committee meetings and AGM

TREASURER

The overall role of the Treasurer is to maintain an overview of the HDCA's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

General financial oversight

- To manage the HDCA's bank accounts – making payments and receiving income.
- To oversee and present budgets, accounts and financial statements.
- To liaise with trustees and committee members about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To prepare and submit a Charity Annual Return.

Financial Planning and Reporting

- To present financial reports to the committee (at committee meetings).
- To make a presentation of the accounts at the annual general meeting.
- To advise on the HDCAs financial, reserves and investments strategy and their impact on the Chess Strategy.
- To advise on the financial implications of the HDCAs strategic and operational plans.

¹ Existence of fixture lists and grading list in the handbook to be reviewed

- To advise on the fundraising strategy of the HDCA.

Other

- To liaise on behalf of the HDCA with the organisation's investment managers (currently Cardale Asset Management Limited).
- To ensure that the HDCA has an appropriate and up-to-date insurance policy in place.
- To maintain an equipment register.

FIXTURE SECRETARY

The overall role of the Fixture Secretary is to be responsible for creating the league fixtures for both the Winter and Summer seasons.

Winter League:

- currently comprising of two six-board divisions and 2 four-board divisions – the format being an all-play-all twice basis.
- Before creating the fixtures, the Fixture Secretary requests from the club secretaries and team captain details of their fixture requirements regarding the forthcoming season. This is to avoid giving teams matches on dates which are unsuitable. In addition, Bank Holidays and Friday nights when there are local congresses must also be taken into account.
- The Winter season runs from the first week in September to the last week in May so it is necessary to produce the fixtures a few weeks before the first scheduled matches in order to give the team captains time to organise their teams.

Summer League:

- Currently two sections – one for teams with a maximum total grade of 650 and the other having a maximum of 500. The format in the Summer League is all-play-all once.
- The preparation is the same as for the Winter League but the season runs from the first week in June to the end of August.

Once created, the fixtures are sent to the League Secretary for uploading onto the ECF LMS system.

Reports:

As an officer of the HDCA produce a report for the association's AGM and also for each of the committee meetings held during the year.

MATCH CAPTAIN

The overall role of the Match Captain is to run the teams in the Yorkshire League and in particular:

- Contact players regarding availability for matches and select teams.
- Book venues, liaising with owners where necessary, set up the playing area at home matches, arrange for payment and ensures that it is clean and tidy after fixtures.
- Arrange transport and passenger allocation for away fixtures.
- Prepare reports and takes photographs at matches for publicity purposes.
- Prepare refreshments and collects board fees at home fixtures.
- Stores chess equipment and transports it to and from home matches as required.

- Liaises with
 - opposing team captains/club officers as required.
 - Hull & District Chess Association Officers and in particular the Competition Controller when necessary and to report match results.
 - Be responsible for managing any allocated budgets
 - Represents Hull & District Chess Association at meetings as required
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CUP CONTROLLER

The overall role of the Cup Controller is to be responsible for running both individual and team tournaments in accordance with current tournament rules – the U125, U165, Peter Hughes, Ross and Atkinson Cups/Trophies.

- To ensure players are given adequate notice of the events
 - To ensure that the rules of the events are followed
 - To ensure that the draws are made and players notified, together with player contact details, with adequate time to play rounds
 - Manage tournament section within LMS system as required
 - To ensure that all tournaments are completed no later than 31st May, Including any replays, in line with the tournament rules
 - Report and update the Trustees on a regular basis.
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CONGRESS ORGANISER

The role of the HDCA Congress Controller/Organiser is to setup and advertise the tournament, organise taking of entries, manage the congress finances, ensure that everything runs smoothly on the day, the winners are paid and the results are advertised.

Please note that this is not a description of the Arbiter role, though some of the responsibilities of the Arbiter have been included here.

Setting up the tournament:

- Set date, agree on format, time control, prizes.
- Ensure enough playing equipment will be available
- Book venue
- Book arbiters
- Book catering
- Book photographer
- Book bookstall (if required/applicable)
- Manage the budget for the congress – ensuring Treasurer kept informed

Advertising

- Create tournament leaflet and distribute (to (club and league) secretaries, other organisers, local players and previous entrants)
- Set up the tournament web page
- Create entry form
- Advertise on ECF calendar and request FIDE registration (if applicable)

Take entries

- Keep register of entries, monies taken.
- Respond to queries

Setup

- Check venue and playing conditions
- Ensure there are adequate helpers to set up tables (with covers), chairs, chess set sets, clocks, scoresheets, result slips, name cards (if applicable)
- Set up arbiter section, coffee table
- Before round 1: Ensure, with the arbiter
- Set up tournament in SwissManager
- Create 1st round pairings and publish them online
- Put pairings and standings by section on display
- Inform players if they have a bye, repair if players from multiple sections have byes

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During the rounds: Ensure, with the arbiter

- Check player arrival (default times)
- Collect result slips (check the results match)
- Collect copies of scoresheets (if applicable)
- Enter results into SwissManager and publish them online
- Provide extra scoresheets if players require them
- Check on the catering
- Deal with any organisational issues

At the end of each round: Ensure, with the arbiter

- Produce pairings for the next round, publish them online and put them on display
- Inform players if they have a bye, repair if players from multiple sections have byes
- Reset boards and clocks
- Replace scoresheets and result slips
- Tidy up

At the end: Ensure, with the arbiter

- Enter results into SwissManager and publish them online
- Ensure results are passed to the ECF and FIDE for grading (if applicable)

- Announce the winners and award prizes (or take contact details of the winners and organise for bank transfers)
- Tidy up

Afterwards

- Organise payment of prize monies by bank transfer (if applicable)
- Write article for website and chess magazines

SUMMER LEAGUE CONTROLLER

The role of the summer league controller mirrors that of the League secretary for the summer league events only and only this is required.

PUBLICITY OFFICER

The overall role of the Publicity Officer is to establish and conduct an ongoing publicity campaign to raise the profile of chess in the HDCA area, locally and nationally.

Tasks

- Establish links with the local, regional and national media and with media which promote chess nationally
- Write and issue regular media releases concerning upcoming events, interesting personalities and activities and achievements
- Publicise effectively upcoming tournaments, locally, regionally, nationally and internationally
- Distribute news and information about opportunities to chess players in the HDCA area through newsletters, a regularly updated website and social media
- Assist the web master in maintaining an attractive website, updated regularly in both content and structure
- To liaise with trustees and committee members about publicity matters
- To present publicity reports to the committee (at committee meetings).
- To manage the budget allocated to this role

Skills required

- Good written and oral communication skills
- A proactive approach - enthusiasm and initiative
- Good organisational skills
- Website skills (or ability/willingness to acquire them with HDCA support)²
- Ability to use social media effectively (or ability/willingness to develop this capacity with HDCA support)

Time Commitment

- 3 hours per week

² Enthusiasm and ability for the role are much more important than technical website management skills.

JUNIOR CHESS OFFICER

The overall role of the Junior Chess Officer is to ensure that the junior strategy is driven to its maximum potential and the profile of chess playing in the Hull and District Areas is raised accordingly.

Tasks

Junior and School Chess

- Develop a vibrant junior schools chess environment by helping to ensure that all is humanly done to encourage schools to start their own chess clubs.
- Offer training where people are available to go into schools and assist with the running.
- Through the Chess in Schools and Communities initiative offer free chess equipment and workbooks for all schools.
- Create a junior committee with committed members of the association who have extensive experience of working with children or are enthusiastic about helping where they can.
- Hold an annual schools day.
- Further develop the role of individual teaching in schools by encouraging children and schools to attend the Summer School.
- Assist with the running of the Hull Junior Chess Congress which is the first step for juniors to take toward playing for a national team.
- Encourage schools to take part in the Delancey Challenge.
- Maintain a database/Spreadsheet with a list of schools and contacts.
- Utilize the aims of the charity to help promote the importance of chess playing in schools.
- Ensure that the future of chess is not allowed to decay, children are our future.

External

- Work with the CSC and maintain links, what is offered to help schools become more prolific by the introduction of chess as part of a club or curriculum.

Finance

Use of the junior budget to assist with the running of the events listed above

WEB MASTER



