

Ohio Chess Association
Tournament Bidding Guidelines

This document is to serve as a set of guidelines for organizers wishing to bid on an Ohio Chess Association (OCA) event. While not a formal amendment to the OCA Code of Regulations, this document should be used by organizers when planning the event, and by the Board of Trustees/Officers of the OCA when reviewing the bid under consideration. Each OCA officer/trustee should have a copy of these guidelines, and they should be posted on the OCA website as an appendix to the Code of Regulations.

- I. Ohio Chess Association Events
- a. According the OCA Code of Regulations, the following events are "OCA Events" and must be bid on by an organizer, and the bid must be voted on by the OCA Board of Trustees and Officers, a simple majority being required for the bid to be accepted.

<u>Tournament</u>	<u>Bid deadline</u>	<u>Date to be held</u>
a. Cardinal Open	May 15 th	3 rd Weekend Jan
b. Ohio Chess Congress	Dec 31 st	Labor Day Weekend
c. Region V Championships (every 4 years)	March 15 th	3 rd Weekend Oct
d. Memorial Open	July 15 th	3 rd Weekend March
e. Ohio Team Championships MOTCF	June 15 th	3 rd Weekend Feb

- II. Bid Process
- a. A bid will be submitted **online via the OCA website prior to the bid deadline.**
- i. Bids **must be filled out online completely before the bid deadline. The OCA President will hold any and all bids until the bid deadline has passed.**
1. Submission dates are currently listed **on the OCA website**
- a. The OCA should revisit these dates to determine if they are appropriate
- b. Dates should be published annually in the OCB to provide submission schedule to all organizers in a fair manner
- ii. The OCA President will then be responsible for delivering the bids to the OCA Board for review **once the bid deadline has passed.**
- iii. Any board member can make a motion calling for a vote on the bid **after one week has passed and ample time for discussion by the OCA Board.**
- iv. **If a trustee or officer is one of the bidders then they must abstain from the vote.**
1. If the bid is NOT approved, but changes are requested by the majority of the OCA Board, requests will be sent to the organizer
- a. The organizer will be given sufficient time to make changes to the bid or withdraw the bid

- III. Bid Requirements
- a. All bids should include the following (at minimum) as well as all requirements as set forth by the **United States Chess Federation (USCF) or World Chess Federation (FIDE)**
- i. A general statement explaining why the OCA should accept the bid being submitted **(make your case for the OCA to accept your bid)**
- ii. Location and dates of event
- iii. Schedule, including round times and time control for all games

1. If multiple schedules are being offered, when do schedules combine
- iv. Sections and prize structure
- v. Hotel information (whether a group rate is offered or not, nearby hotels should be noted)
- vi. Entry fee
 1. **OCA Member** discounts should be noted
 2. OCA membership requirement should be noted for Cardinal and Ohio Chess Congress

IV. Organizer responsibilities

- a. Reserve tournament space providing a **minimum of 20 sq. ft/player**
- b. Insure that tables and chairs will be appropriate for players
- c. Insure that space is accessible to all players, regardless of disabilities
- d. Secure group rate for hotel (strongly recommended)
 - i. If no hotel rate is secured, local hotels should be recommended to assist players in finding accommodations
- e. Insure that flyers are distributed throughout Ohio starting at least 3 months prior to event
- f. Secure experienced **chief** tournament director **and other TD staff as needed**
- g. Submit TLA to Ohio Chess Association website as soon as bid is accepted by OCA board
- h. Submit TLA to Ohio Chess Bulletin editor for publication
 - ~~i. TLA will receive reduced rate if offering Ohio Grand Prix discount~~
 - ii. Cardinal and Congress TLA will be published free of charge
- i. Submit TLA to USCF for publication in Chess Life and on USCF website.
 - i. Chess website for as much time as possible
- j. Meet all requirements as established by **USCF for US Chess rated events or FIDE for FIDE rated events**
- k. Submit results to USCF within 48 hours of the event ending
- l. Submit a summary of the event to the OCA
 - i. Financial summary
 - ii. Prize winners
- m. Submit a written summary for publication in the OCB within 30 days. This summary needs to be more than a cross-table... **such as detailed story, photos, etc.**
 - i. If assistance is needed in creating this summary, please contact the OCB editor and OCA board members

V. Ohio Chess Association responsibilities

- a. Provide any member contact information on file with OCA, including mailing and e-mail addresses
- b. Assist in distribution of flyers throughout state
- c. Certify state championship events through USCF
- d. Provide reduced rate for TLA publication in Ohio Chess Bulletin
 - i. Cardinal and Congress TLA will be free
- e. Support prize fund by guaranteeing top prizes in open section, with OCA board approval
- f. Approve bids in a timely manner, insuring that the needs of players are a priority