



Ficheall.ie Tournament Co-Host Checklist

Assign the following items between the two Tournament Co-Hosts involved:

Time	Item	Assigned to:
9.15am	Welcome and Contact Sheet: tick off schools as they arrive at the venue and information is provided	
9.15am	Guide schools to place their bags together so that access to the fixture posters is not impeded	

Time	Item	Assigned to:
9.30am	Organise all students to help set up chess sets	
9.30am	Lead Delegation Meeting with Chaperones	

Time	Item	Assigned to:
9.45am	Housekeeping Speech	
9.45am	Chess Protocols Speech	

Time	Item	Assigned to:
12.50pm	Presentation of Certificates Speech	
13.20pm	Tidy Up Procedures Speech	

Time	Item	Assigned to:
13.30pm	Closing Speech	
2pm	Shred all printed welcome sheets and other items with teacher and student names	



9.30am Delegation Meeting

The chess arbiter should complete the “Boards Assigned” column based on the number of boards being used.

Co-Host should assign the chaperones to the teams in the table below at the 9.30am delegation meeting. Approximately 4 chaperones per team. One person will be the clipboard results manager and simply enter the 1’s and 0’s into the fixtures/results sheets. This person will remain seated throughout the round of chess. The other (more chess experienced) chaperones will monitor the games going on at their assigned boards and report the results.

“Board 54, win for Black, Alice Murphy”

Team Name:	Boards Assigned Eg. 1-18	Assigned to: Eg. John, Mary, Ger, Jane
Team KING (3 or 4 chaperones)		
Team QUEEN (3 or 4 chaperones)		
Team ROOK (3 or 4 chaperones)		
Team KNIGHT (3 or 4 chaperones)		
Team BISHOP (3 or 4 chaperones)		
Team PAWN (3 or 4 chaperones)		