



Ficheall.ie

# Co-Host Booklet

## Tournament Procedures, Schedule & Checklist Read in full prior to the tournament.

Print docs outlined in page 2 in colour & double-sided. → (p.2)

Use this front page as a Timetable and Checklist to keep track of tasks completed during the day.

Co-Host **A** ticks the Welcome & Contacts Sheet

Co-Host **B** fills in the Chaperones' Team Sheet

Time	Schedule	Page	✓
9 - 9:15	Arrive, meet Host & Arbiter. Arb. to fill in 'Boards Assigned' > <u>Chaperones' Team Sheet</u>	p. 11	✓
	- Reconfirm roles with Co-Host → <u>Co-Host Roles Page</u> →	p.3	✓
	- Read the overview of 'The First Hour' →	p.4	✓
9:15 - 9:30	Co-Host <b>A</b> welcomes & marks present on → <u>Welcome &amp; Contacts Sheet</u> - Inform them of toilets, bags, posters, break times, canteen, <b>travel mugs!</b> - Any substitutes renamed on system during round 1. See <u>FAQs</u> → - No results on the day. Results emailed in the days after.	<b>Printed</b> p.4	✓ ✓
9.30 - 9:45	Co-Host <b>B</b> leads the group 'Delegation Meeting' with all chaperones. → - <b>Read aloud</b> section on p.5, give out lanyards and assign chaperones to teams on the → <u>Chaperones' Team Sheet</u> →	p.5 p. 11	✓
9.45 9:50	<b>Pre-Tournament Speeches &amp; Later Schools Info</b> → - (Round 1 must start on time or you'll be stuck for time for later rounds) - Some useful Irish phrases on p.5, más mian leat iad a úsáid.	p.6	✓
	<b>A: Housekeeping Speech:</b> Posters, Team Names, Respect, Fun!, Photos & toilets → <b>B: Chess Protocols Speech:</b> Student & Volunteer to role play results protocol, invite Arbiter to add any rules overlooked. →	p.7 p.8	✓ ✓
10.00	<b>Round 1 Chess Game</b>		✓
10.20	- Remind children to <b>remain seated at all times</b> between rounds. - <b>Loser Chess (Fun Variation)</b> while results collected.		✓
10.30	<b>Round 2 Chess Game</b>		✓
10.50	- <b>SNACK BREAK (20 mins)</b> - Outside if possible. Reminder re supervision		✓
11.10	<b>B: Round 3 Chess Game [Chess Photo Round]</b> <u>Welcome &amp; Contacts Sheet</u> & →	p.9	✓
11.30	- <b>5X5 Chess (Fun Variation)</b> while results collected		✓
11.40	Co-Host <b>A</b> : <b>Round 4 Chess Game</b> [Summer Course QR Code Poster] →	p.9	✓
12.00	- <b>LUNCH BREAK (30 mins)</b> - Outside if possible. Reminder re supervision.		✓
12.30	<b>Round 5 Chess Game</b>		✓
12.50	- <b>Certs Presented</b> while results collected	p.9	✓
1.00	<b>Round 6 Chess Game</b>		✓
1.20	- All children continue to <b>remain seated!</b> Co-Host <b>A</b> : <b>Tidy up Speech:</b> (reset boards beforehand!) - <b>DO NOT</b> let children gather boards as they need to be gathered in order.	p.10	✓
1.30	Co-Host <b>B</b> : <b>Closing Speech</b>	p.10	✓
1.40	Group Photos with School Certs	p.10	✓
2.00	Gather all documents for shredding. Venue Closed.	p.10	✓



## In the Days Before the Tournament

Féile Fichille tournaments involve a maximum of 160 primary school students ranging from 2nd to 6<sup>th</sup> class typically. School chaperones (1-3) are responsible for the students in their care at all times at a tournament and will have been reminded of this prior to the tournament.

They are reminded again during the tournament, particularly around **supervision when away from the tournament hall (toilets, yard time, etc.)**

### 1. **Printing:** In the days before the tournament, print the following **3 documents**:

- This **Co-Host Booklet** (designed to be printed in colour and on both sides, three staples down the long edge, for ease of use in certain sections)
- The **Co-Host Welcome Sheet** which will be emailed to you a day or two before the tournament. This is used to mark all schools present as they arrive and has the contact details of each school's Ficheall Coordinator, should a school be late.

**\*NB:** The **Co-Host Welcome Sheet** must be shredded immediately after the tournament.

### 2. **Teas/Coffees (possible scones)**

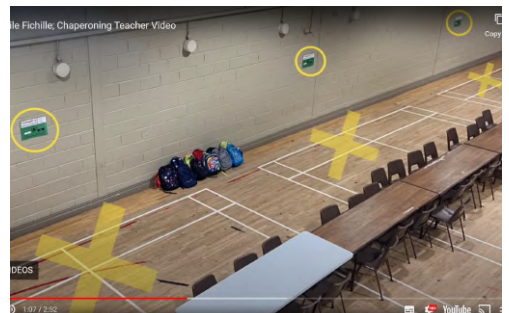
Most venues provide tea, coffee and scones and Education Centres reimburse the Venue Hosts for it. Other times, particularly when at venues external to schools, e.g. Community Centres, GAA Halls, etc. the Area Coordinator may ask the CoHost to get the tea and coffee items. The CoHost can send the receipt to the venue then. Same for schools, most hosting schools will provide tea bags, coffee, milk etc. **Phoning the venue a day or two beforehand to check is best** as you will know the score then.

### 3. **The Venue:** The venue will be set up with enough tables and chairs for all students (max tournament capacity is 160 students) to play chess in banquet formation (as illustrated). Gaps can be included halfway down each row (or two gaps) for ease of movement (if space allows).



### 4. **Resources:** The Chess Arbiter brings all the resources and will have them laid out on a table along with all the chess boards required. These are numbered and the arbiter will place these in numerical order.

### 5. **Where to Place Bags:** Familiarise yourself with where the toilets are and where space exists for chess teams to leave their bags/lunches. Bear in mind the number of teams a school is bringing when allocating spaces, e.g. a school bringing one team can tuck themselves away in small corners but a school bringing 4 teams will need a large, preferably uninterrupted space. **Bags should not be placed in front of the fixtures charts.**



# Co-Host Roles

Assign each Co-host a role below.

This page allows clearer tracking of individual roles throughout the day.

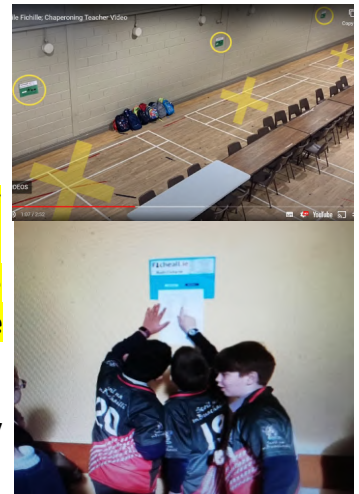
More experienced Co-hosts could be Co-host B but both roles are pretty equal.

	Co-Host <u>A</u> :	Co-Host <u>B</u> :
Time	Name: _____	Name: _____
9.15	<b>Co-Host Welcome Sheet</b> Tick off schools as they arrive at the venue and information is provided ✓	<b>PAGE 4</b> Guide schools to place their bags together so that access to the fixture posters is not impeded ✓
9:30	<b>PAGE 4</b> Organise pupils to help set up chess sets. Pupils <b>sit with own schools</b> when done. ✓	<b>Chaperones' Teams Sheet</b> Lead Delegation Meeting with Chaperones, p. 5 ✓
9.45	<b>Housekeeping Speech</b> ✓	<b>Chess Protocols Speech</b> ✓
10:00 - 12:50	<b>Chess Rounds 1 - 5, shared mic</b> 11:40: <b>Rd 4:</b> Interest for summer courses using QR code → (p.9) ✓	<b>Chess Rounds 1 - 5, shared mic</b> 11:10: <b>Photos:</b> <b>Co-Host Welcome Sheet</b> & see → (p. 9) ✓
12.50	<b>Present cert &amp; shake hands</b> ✓	<b>Presentation of Certificates Speech</b> ✓
	<b>Chess Round 6 - last round</b>	<b>Chess Round 6 - last round</b>
13.20	<b>Tidy Up Procedures Speech</b> ✓	<b>Guide chaperones &amp; pupils</b> ✓
13.30		<b>Closing Speech</b> ✓
2pm	Shred <b>CoHost Welcome Sheet</b> and other items with teacher and student names ✓	

# The First Hour!

## Overview of the Morning of the Tournament

1. The **chess arbiter will arrive at 9am** to set out the chess boards, blue tack the fixture posters and printed fixture sheets to the wall and set out the Ficheall Box for Co-Hosts to use. Co-hosts should make themselves known to the arbiter and wear the **blue Co-Host lanyard** for ease of identification.
2. When you all meet between 9 - 9:15am, the chess Arbiter should complete the "Boards Assigned" column on the **Chaperones' Team Sheet**, based on the number of boards being used. All teams (and lanyards) may not be required.
3. Schools have been asked to arrive **between 9.15 - 9.30**.  
**Co-host A** welcomes students and teachers at the entrance and ticks them off the Welcome & Contacts Sheet as they arrive.
4. **Both Co-hosts** direct the chaperoning adults to familiarise themselves with the **toilets**. Students must ask their chaperones before using the toilets. It is the responsibility of the chaperones to supervise their visits to the toilets. Please remind chaperones of this responsibility.
5. **Co-Host B** informs all chess teams and adults that they will notice fixture posters around the venue. **Bags should not be placed in front of these posters as students will use the posters to find their assigned board for each round. Players can check their board number on the fixtures but should sit with their teams until instructed to move by the Co-Hosts.**
6. Inform the chaperones that there will be two breaks during the day when students can have lunch (these are listed on the fixtures posters for students to see also).
7. There will be facilities for chaperones to make a cup of tea and have their lunch also. **NO OPEN CUPS OF HOT LIQUIDS!** are permitted in the tournament hall. Chaperones should use their **travel mugs** in the hall if they wish.
8. All schools will be presented with a Certificate of Participation at the end of the day.



### FAQ's

**Substitutes:** If it is brought to your attention that a school has brought a substitute player to play in place of a registered player, are missing a player or have an extra player, inform them that this name will be changed later in the tournament but for the first, and possibly second round of chess, the substitute should play using the student name the school initially provided. Send them to the Arbiter immediately anyway.

**End Results:** All results will be shared with school chess coordinators by email in the days after a tournament. To maintain a fun and friendly atmosphere at the Feile Fichille, the team rankings will not be shared with students or chaperones at the tournament. Chaperones are asked not to request these from the Arbiter also.

# Delegation Meeting

## 9.30am (10 minute briefing)

**Co-Host B** meets with all chaperones while **Co-host A** oversees the students as they set up all chess sets (chess boards have already been carefully set out by the chess arbiter). If all chess sets are ready early then students can play practice games with their own team. Use the microphone to ask all chaperones to gather for the short briefing.

Delegation and organisation will be the key to success in your roles as Tournament Co-Hosts. Making clear the individual roles of all chaperones before any chess games begin will make the day run smoothly. See the **Chaperones' Team Sheet (p.11)** now!

- Break the chaperones into teams of 3 or 4 volunteers.** Each team will be responsible for a number of boards. Roughly divide the total number of boards by the number of chaperone teams you have created – this is the number of boards each team is responsible for adjudicating.
- One person on the team will be provided with a clipboard from the Ficheall Box and a list of fixtures. This role will suit volunteers who not confident in adjudicating chess games. Provide these “**clipboard chaperones**” with a seat, somewhere central – they will remain stationary. It will be their role to input the results on the fixtures list.
- It is the role of the other chaperones on the team to go to chess boards as students raise their hands to **report results**. These chaperones then report the results to the “clipboard chaperones”.
- Once all results in the team's remit have been collected, the results handed to the **Arbiter**.
- Provide these chaperone teams with their team **lanyards** – “Bishops Team”, “Knights Team” etc. All 6 teams may NOT be required. Check with Arbiter in advance.
- Use the **Chaperones' Team Sheet (p.11)** sheet to record the volunteers on each team

	Result	Name
nnolly	½ : ½	Michael
ebry	0 : 1	Jamie
e	0 : 1	Matt M
e	1 : 0	Cathal
h	1 : 0	Ella Bu
aghan	0 : 1	Robbie
nnell	1 : 0	Grace
ghan	1 : 0	Simon
ahony	½ : ½	Luke O
thy	1 : 0	Ollie O

### **READ ALOUD** please at the meeting - Important Reminders for Chaperones

- Chaperones should not adjudicate on games involving students from their own schools
- It is important to report the results as “**board 42, win for black, Jane Murphy**”
- Clipboard chaperones** should input the results as shown in the picture above (1 point for a winning player, 0 for a losing player and ½ or 0.5 points for both players in the event of a draw) – reporting chaperones should watch as the clipboard chaperones records the result to check it is inputted correctly (an important double-check)
- Use the points system (on reverse of lanyard) to adjudicate on un-checkmated games – winners must be 3 points or more ahead (draw otherwise)
- Breaks for Chaperones:** It is up to chaperones when to take their **breaks** during the day. It is a good idea to take breaks just as a new round of chess begins. There will be very few results to report for the first ten minutes at least of each round. If a chaperone is taking a break then other chaperones from their school should remain in the playing area to ensure supervision of own students is maintained. **NO OPEN CUPS OF HOT LIQUIDS! Travel mugs only!**
- Students must ask their school chaperones before using the **toilets**
- Photos:** Schools with students who cannot be photographed are noted on the Welcome Sheet. All other chaperones should be aware that such students exist. Its best to take wide-angle “action photos”. Round 3 is the designated photos round. Group photos can be taken at the end of the tournament with the certificate of participation.



# Pre-Tournament Speeches, Late Schools & Frásaí

## 9.45am - Guidance on Speeches

The speeches are delivered by the Tournament Co-hosts and the wording is provided on the next two pages. **The Chess Protocols speech is crucial to how smoothly the tournament will run as it informs students how to report a result and to proceed to the next round of chess games.** It should only be made by someone sure of what they are talking about. It helps to ask the Arbiter at the end if there was anything missed.

After both the **Housekeeping Speech (Co-Host A, p.6)** and **Chess Protocol Speech (Co-Host B, p.7)** have been made the first round of chess fixtures can begin (approximately 10am).

## 10:00am - Schools that are Late

If a school has not arrived by 10am the first round of chess should start without the school. All schools are asked to be at the venue by 9.30am latest. To delay the start of the tournament because of a **school group being late** would be disrespectful to the school groups who arrived on time. Schools who arrive after 10am automatically forfeit their first round games. This is a Ficheall.ie rule and the schools are welcome to email Ficheall.ie about it if they wish.

## Gaeilge/Béarla - Bi-lingual Approach

As Ficheall.ie tournaments aim to be inclusive of both Gaelscoileanna, Scoileanna sa Gaeltacht and English-medium schools, we encourage tournament **Co-Hosts to mix between Gaeilge & English** where they feel comfortable. Below are *cúpla* tournament-specific *frásaí* & commands that can be sewn in *tríd an lae* should you wish:

*Shake hands - Croithigí lámha*

*Set up your boards - Ullmhaigí bhur mboird.*

*Queen on her own colour - Banríon ar a dath féin*

*Begin - Tosaigí.*

*Can anything be captured? - An féidir aon rud a ghabháil?*

*Is there any piece in danger? - An bhfuil aon pháosa i mbaol?*

*How much is the \_\_\_\_ worth? - Cén luach atá ar an \_\_\_\_?*

*Time's up - Tá an t-am istigh.*

*What was the result? - Cén toradh a bhí ann/ar an gcluiche?*

# Housekeeping Speech - Co-Host A

## 9.45am - *Speech in italics*

1. Deliver this initial welcome when children are sitting with their own school as it leads to bigger cheers! Many chess teams will be wearing their school colours and jerseys

*Good morning and a fáilte mór to everyone. You are here representing your school & what a unique opportunity it is to represent one's school. Let's take the rolla...*

2. Using the **Co-Host Welcome Sheet** which lists the team names of all teams, **call out the team names and ask students:**

***Let's see if we can hear which school can give the loudest cheer as their team name is called out.*** Once the cheering is done, point out that:

*You all represent your team of eight players but also you represent your school.*

*I see many of you (hopefully all!) have worn your school jerseys/colours today for this reason. Everybody at this Féile Fichille are on their school's chess team! So well done for making it this far!*

3. Co-Host should now **position themselves at a Fixtures Poster** and explain very clearly the following:

*1. So let's get started and get everyone in the correct seats!*

*2. Firstly, all students must be careful when looking up their fixtures.*

***3. The players listed on the left must play with white pieces. The players listed on the right must play with black.*** *If opposite colours are used and a result is reported as "Board 63, win for black" then the winner might not get the win they deserve!*

Ask all players and chaperones to now go to the fixtures and check that they are at the correct table/board number **and** colour.

4. Once calm has returned to the hall, please place an emphasis on:
  - a. *Show respect* to your opponents by shaking hands before and after a game
  - b. *Enjoy the day and have fun* – you've all won a day off regular school by just being at the event!
  - c. *And remember, "It's OK to lose." If you're losing, you're learning!*

5. **Timetable of Day:** Note, photos during Round 3. **Photos** are a delicate matter which all chaperones & students must understand clearly and this will be discussed with the lead chaperones at the start of round 3 (page 9). Inform everyone that:

*a. There are 6 rounds of chess with snack & lunch breaks after rounds 2 and 4.*

*b. Chaperones can take their breaks **during chess play. TRAVEL MUGS ONLY! in hall.***

*c. Photos of students playing chess will be taken during round 3.*

*d. Group photos of all school teams will be taken at the end of the tournament*

6. **Toilets:** Inform all chess players that they must inform a chaperone (teacher/SNA) from their school before they go to the **toilet** and before leaving the chess playing area. If they need to go to the toilet during a game they may do so by leaving their seat and walking to one of their school chaperones to inform them but it's best to wait for the break between games if students can wait.

# Chess Protocols Speech - Co-Host B

## 9.50am - *Speech in italics*

As many rounds of chess will take place, it is vital that students and chaperones alike understand the following procedure because they will repeat it many times. *Tús maith, leath na hoibre!* 😊 It is very effective to ask some students and a Chaperone Team to role-play the protocol as it is described.

1. **Reporting Results:** This part is vital so wait for full attention from everyone.
  - a. *If students believe checkmate has been achieved at any time before the end of the chess round then they should **raise their hand** – a Ficheall Chaperone will double-check to confirm it is checkmate. The Chaperone (not the student) will report the result to the Clipboard Chaperone in charge of recording results as “**board 67, win for black, Amy Murphy**”. If a draw is judged then the result is reported as “Board 63, draw”.*
  - b. **Students remain seated at all times, even in between rounds!**
  - c. *Chaperones need to watch the Clipboard Chaperone record the result. It is very easy to make a mistake. By witnessing the result being written down, they are always double-checked.*
  - d. *If a game has not reached checkmate by the time the Ficheall Bell rings, all games will then stop. The **chess piece points value system** is used to decide a winner at this time. For convenience, this is printed on the back of the lanyards the chaperones are wearing. Remember, chess **players must be 3 points or more ahead to be declared a winner**.*
  - e. *Students whose game is over before the Ficheall Bell has rung should remain at their chess board and play a **fun chess variant game** as instructed. Alternatively, the winning player can take the role of teacher and share with their opponent some chess tricks to use in the future.*
  - f. *Once all results are collected and processed the **next round of fixtures are printed and stuck on the “Fixtures Posters”**. This may take some time so patience is required. Highlight the number of fixtures boards in the venue for each section so that students can go to multiple fixtures boards and not group at one. Students can check their next opponents here and go to the chess board listed. Students must wait for the Ficheall Bell to sound before the new game can begin.*
2. Ask all chess players to notice the **Ficheall Chaperones** wearing **red lanyards**. If any chess player is unsure of the rules or result of their chess game they need only **raise their hand, stay in their seat** and a Ficheall Volunteer will come to them as soon as they can. Sometimes they may have to be patient and wait a while. Remind everyone that:
  - a) *When setting up the board the **Queen is on her own colour** and there is a white square at the bottom right corner of the board (**white on the right**)*
  - b) **Touch-move rule** applies; if you touch a piece you must move that piece (where possible)
  - c) *Chaperones are asked not to adjudicate on **games involving players from their own school**. The chess arbiter can answer any technical questions as required*
3. Finally, remind everyone that chess games start and finish when the Ficheall bell is rung. Ask all students to: **Remember to shake hands, introduce themselves by name and wish their opponent “good luck”**.
4. Wish everyone best of luck and ring the Ficheall bell to begin the first round of chess!



# Photo Round - Co-Host B

## 11:10am - Start of Round 3, after first snack break

Round 3 is the photo round where teachers can take 'action shots' of their pupils. There are usually one or two pupils who are not allowed to be photographed.

- Once all the children are seated and **before** you ring the Ficheall Bell, take a copy of the Buds and Masters fixtures for round 3 off the wall and take them to the Arbiters table.
- Call the lead chaperones from each school to the Arbiters table.
- Call for quiet from pupils and ring the Ficheall Bell to begin the round.
- Chat with the teachers about whose pupils may not be photographed, alerting the other teachers to the board numbers of those children. Everyone does their best to make sure those children's *faces* aren't in any shots.
- Wide-angle shots of the whole hall or from a first floor are fine, so long as those children are not in the foreground.

# QR Code - Interest in Summer Course - Co-Host A

## 11:40 am - Just before Round 4

On the mic, draw teachers' attention to the QR Code Posters on the wall. They can register their interest in attending a summer course & get an email when course registration goes live. They can also indicate if there is **sufficient interest in the locality to run a course in a local school**, which may be possible.

# Presentation of Certificates - Co-Host A & B

## 12.50pm - between Round 5 and Round 6

- As the results of round 5 are gathered Tournament Co-Hosts can use this time to make a short presentation to the school groups involved.
- Féile Fichille Tournaments typically involve between 5 and 10 schools and a unique Certificate of Participation is presented to each school group for promoting chess in their school.
- **Co-Host A** orders the certs as per the **Welcome & Contacts Sheet**. Framed certificates are available for schools for whom it is their first year participating. Experienced schools receive their new certificate (on card) and can update their Ficheall frame when they return to school. As Co-Host B calls out their names and school names below, Co-Host A then presents the certs, shaking the Ficheall Coordinators hand.
- **Co-Host B**, using the **Welcome & Contacts Sheet**, should call on the Ficheall Co-ordinator (teacher) from each school, one by one, to come and accept the certificate on behalf of their school. Be sure to call out the school's name (and general location if name is unspecific) and the name of the Ficheall Coordinator who has lead the promotion of chess in the school.
- Once all Certificates are presented to the schools, **emphasise once again the additional work the chaperones/teachers/SNAs have undertaken** to provide students with the opportunity and day out they have had today. Running chess in schools, lunchtime leagues, chess lessons, entering & sorting all names and data to Ficheall, organising bus, etc.

## 13.20pm: Tidy Up Procedures Speech - Co-Host A

1. After the results of the final round of games (round 6) have been reported ask all students to **remain in their seats** (this gives the Arbiter time to input the results)
2. Firstly, ask all students to **reset their chess games to the starting positions**. Assign 4 pupils per row to gather the boxes of pieces and bring them to the suitcases/trolley/etc.
3. The Ficheall record for tidying up all chess pieces (just the pieces) while walking (no running) **and** all students being back in their seats again is 9 minutes and 36 seconds. The record was set in Cork in 2020. We're going to try to beat it today. [Provide more information on how to tidy up as necessary - every arbiter stores their chess sets differently].
4. Don't forget there's no running, **leave the chess mats on the tables** [as these need to be collected in specific order for laying out at the next tournament] and everyone must be sitting down again before the timer is stopped. Go!
5. Once all tidy-up has been completed, ask everyone to return to sit down where they sat with their school when they arrived in the morning.

## 13.30pm: Closing Speech - Co-Host B

1. Firstly please show gratitude for the use of the venue by the relevant school, community group or hotel, as well as any refreshments provided.
2. Thank the Chess Arbiter by name for their organisational effort and chess knowledge.
3. Thank all students for their endeavour, their respect and their good spirit in creating a well-manned and fun day out from "regular school".
4. A special thank you to the chaperones (teachers and SNAs) who attended today and teachers in the schools who promote chess – without whom the students would not have had their day out or the opportunity to represent their school in the terrific manner in which they did (**round of applause here - no volunteers, no Ficheall**).
6. Each school represented at the tournament has been presented with a unique **Ficheall Certificate of Participation**. All school teams can pose to have a group picture taken with their participation certificate. If a local newspaper is in attendance then they will want to take group photos of all schools. Once these photos are taken schools are free to leave.
7. Finally inform everyone that Ficheall is a non-profit organisation run by teachers; just like the teachers in students' schools. Ficheall was founded to promote the social and cognitive benefits chess has for primary school students. Ficheall has one final **challenge** for all students present: that they go back to their schools and families and teach someone chess – spread chess to as many people as they can; friends, cousins, uncles, aunts, grandparents, neighbours! *Slán agaibh!*

**No mention** should be made of the teams that finished top of the "**team rankings**". If teachers are asking for the rankings, inform them that all rankings will be emailed to them in the coming week by the Ficheall Team.

## Shredding

The Tournament Co-Hosts and Arbiters should briefly agree how all printouts with student and teacher names will be shredded as soon as possible for data protection purposes. Such shredding will include:

- All copies of the Welcome Sheet and Chaperone Team Sheet.
- All copies of Fixtures/Results sheets (all rounds)
- Any other papers with students or teachers names



# Chaperones' Team Sheet

## 9.30am Delegation Meeting (p.5)

The Arbiter should complete the "Boards Assigned" column based on the number of boards being used when you all meet between 9 - 9:15am.

(This sheet can be removed from the back of your booklet and given to the Chess Arbiter if necessary)

- The number of teams will be dependent on the number of pupils at the tournament and the Arbiter will guide you on this.
- Once received back from the Arbiter, **Co-Host B** will then use this sheet, filling it out during the **Delegation Meeting (p.5)**.

**Co-Host B** 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 by Arbiter Eg. 1-18	Assigned to: Eg. John, Mary, Ger, Jane
Team <b>KINGS</b> (3 or 4 chaperones)		Experienced:  Clipboard:
Team <b>QUEENS</b> (3 or 4 chaperones)		Experienced:  Clipboard:
Team <b>ROOKS</b> (3 or 4 chaperones)		Experienced:  Clipboard:
Team <b>KNIGHTS</b> (3 or 4 chaperones)		Experienced:  Clipboard:
Team <b>BISHOPS</b> (3 or 4 chaperones)		Experienced:  Clipboard:
Team <b>PAWNS</b> (3 or 4 chaperones)		Experienced:  Clipboard: