**Reports**

Chairman’s Report

CAA AGM - Saturday 4th August 2018 – Hull City Hall 11am

It has been a busy year for the CAA with changes to personnel and new arrangements with the ECF.

Our condolences to Sandra and family after the death of Simon Woodcock, several members, past and present attended his funeral. Simon was commemorated at this year’s Blackpool Congress by a huge turn-out.

Our thoughts have been with David Welch as he continues his fight to recover as much as possible from his stroke whilst keeping his spirits up – many thanks to Pete Purland for the regular updates for those who cannot visit.

Our thoughts also go out to Neville Belinfante who has had to spend considerable time in hospital since our last meeting.

Thank you to Geoff Gammon and Kevin Markey for their work corresponding with members and potential members. We have a more accurate list of members now and subs are being paid more by standing order.  Thanks to Geoff for sending out AMToo, which has been as successful as ever in promoting good practice (and terrible jokes) amongst arbiters all over the world.

Alex McFarlane and I have worked on the MOU with the ECF and this is now signed by both sides and in place. The work of the CAA for the ECF includes providing information about Laws changes and providing training materials as well as being a ‘standards committee’ when needed to support the settling of disputes and complaints – again thanks to Alex for doing the majority of this work.

New Safeguarding and Data Protection policies have been written and plans to provide extra training on these matters are in process – members may wish to consider how best to receive this.

My thanks to David Sedgwick for continuing to keep me abreast of things ‘FIDE’!

My special thanks to Geoff Gammon who has continued to act as Secretary despite poor health and has done an excellent job during his tenure.

As usual I am quite happy to step aside if there is someone who would like to take on the chair but I am willing to continue if no such person comes forward.

Lara Barnes IA, IO

Chairman, CAA

Secretary Not available

Chief Arbiter’s Report

It has been quite a year with two versions of the Laws of Chess appearing. Clearly the very late changes to the 2017 version of the Laws were unacceptable and something needed to be done. As it turns out the most controversial change was to the Blitz laws where it now requires two illegal moves to be made before a win can be claimed. With leagues having started under the 2017 version, and therefore those applied throughout, this has meant two sets of Laws running in parallel for some arbiters. Never a good situation.

There has been a Memorandum of Understanding agreed between the CAA and the ECF. This is discussed as an agenda item but will hopefully provide a course of action for arbiters who have experienced awkward players.

FIDE has had a little action recently on its plans for continuous assessment of arbiters. There will be a new FIDE form IT4 which will need to be filled in for norm events. Currently, I have still to see even a draft of this form.

AMToo and the website continues. Both seem to attract interest. Members are reminded that contributions are very welcome. AMToo appears on the website one issue behind. It seems to have a fairly large readership from non-members abroad.

There is currently no joining details on the website. Following the election if the Treasurer and Secretary can get together and agree on a form this can be added.

Financial Report

2017 Is the first financial year for me as treasurer of the Association and I am pleased to say overall it has been a successful one.

I have instigated a policy of encouraging payment by Standing order with the aim of September being the payment period.

This has the benefit of being easy to collect and because of online banking I can see who has paid and acknowledge direct by Email.

For an organisation of our status this is the best collection method and ensures continue membership by participants. Other methods have their benefits (direct debit and paypal) however costs and suitability mean they are not for us.

I intend to carry on as Treasure which I hope and believe will become easier I do intend to acknowledge receipt of payments again in 2018 and contact by Email any lapsed members who may wish to renew.

As for our financial position, I state we are in a healthy financial position. That does not mean we can or should go out and spend I do however believe a prudent figure of 20% of funds to be allocated towards Arbiting related activities is not unreasonable.

I also believe priority in giving assistance should be to paying CAA members first.

I seek to look after our funds for the benefit of members which currently earns no interest and with members approval aim to find a suitable no notice deposit account to earn a little amount of interest.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Income | Expenditure |
| Opening Balance as at 01 Jan 2017 |  | 2524.21 |  |
|  |  |  |  |
| 2017/18 Membership subs |  | 370 |  |
| 2016/17 membership subs & donations | | 275 |  |
| Other income |  | 0.03 |  |
| ECF Membership 2016.17 & 2017.18 |  |  | 120 |
| Room Hire |  |  | 30 |
|  |  | 3169.24 | 150 |
| Closing Balance 31st December 2017 | |  | 3019.24 |

**Constitution**

**Organisation:**

The organisation shall be called the "Chess Arbiters’ Association" (CAA). It shall consist of individuals and organisations with an interest in running tournaments and applying the FIDE Laws of Chess.

**Objectives:**

The objectives of the Association shall be:-

1. to encourage individuals to attain a high standard of expertise in arbiting,
2. to encourage a high standard of arbiting in all chess events,
3. to provide support for arbiters where necessary,
4. to offer training in association with national bodies and in relation to FIDE assessments if appropriate,
5. to disseminate information from FIDE and National bodies. Such information to include changes to the Laws, Title regulations, pairing rules, etc,
6. to co-operate with players’ organisations on matters of common interest,
7. produce and maintain training materials where required,
8. to lobby national bodies where it is considered to be in the interests of members.

**Membership:**

There shall be two main classes of membership.

Full Member — a person recognised as a qualified Arbiter by any National Association within the British Isles which is affiliated to FIDE, or anyone with a FIDE Arbiter or International Arbiter title.

Associate Member - any person or organisation having an interest in arbiting issues and whose application has been approved by the Executive Committee.

In addition there should be a category called Honorary Membership.

An Honorary Member shall be awarded to arbiters who have distinguished themselves over a period of time. Such membership shall not be restricted to British arbiters.

**Meetings:**

There shall be an Annual General Meeting held ideally between June and August each year. Full, Associate and Honorary Members shall be entitled to attend and speak, but only Full and Honorary Members shall be entitled to vote. The Financial Year of the Association shall be a period of twelve months, starting on 1st September each year.

The Annual General Meeting shall:-

1. elect the Officers of the Association.
2. elect members to the Executive Committee.
3. receive the examined accounts.
4. determine membership Fees.
5. appoint a Financial Examiner, who shall not be a member of the Executive Committee.
6. elect members to represent the Association to each of the governing bodies in the home nations.
7. discuss and vote on any appropriate matters on the agenda.

Extraordinary General Meetings may be called by the Executive Committee or must be called after a request in writing to the Chairman signed by Five Full or Honorary Members. Such meetings must be arranged within one month.

Executive Committee

The affairs of the Association shall be managed by an Executive Committee composed of:—

a. up to five Officers : Chairman, Secretary, Treasurer, Information Officer, Chief Arbiter

b. up to three committee members.

**Standing Orders:**

Membership fees shall be due by the end of September each year. Members in default of payment of their fees by December shall cease to be Members.

Notification of a General Meeting shall be sent to each member at least 28 days before the date of

the meeting. Notification of any proposals to be discussed shall be given at least 7 days before the date of the meeting.

The Treasurer shall present an examined statement of accounts to the Annual General Meeting.

The quorum shall be eight Full or Honorary Members at a General Meeting and three members at a meeting of the Executive Committee. For other committees the quorum shall be 50% of membership.

At General Meetings and Committee meetings the Chairman shall have a casting vote.

Proposed changes to the Constitution must be received by the Secretary at least 21 days before the meeting.

Amendments or additions to the Constitution shall only be made at a General Meeting, and shall require the support of at least two thirds of those present and entitled to vote. Other matters shall be passed by a simple majority of those present and voting.

Where appropriate Committees may be set up at the AGM or by the Executive Committee. Such Committees should be made up of Members but may also contain ‘experts’ on the matter being considered. Such meetings may be conducted by electronic means.

**Bye Laws**

1. The Officers of the Association shall be:

1. Chairman
2. Secretary
3. Treasurer
4. Chief Arbiter
5. Information Officer
6. three other members

No Officer shall hold more than two of the above positions.

Nominations for these posts should be made 14 days before the meeting. Such nominations should have the agreement of the candidate. If no such nominations are received for a post, such post may be filled at the meeting.

2. The Association shall maintain a website and should produce a regular electronic newsletter.

3. The Executive shall consider applications for funding in regard to the following:

1. Organising Training Seminars,
2. Enabling a member to obtain a higher category title,
3. Enabling a member to attend meetings which will benefit the Association.

4. The Association shall produce a range of documents including:

1. CAA Safeguarding Document
2. Advice and Interpretations on the FIDE Laws of Chess

**Arbiter Recompense**

The CAA recommends that no arbiter should be expected to be out of pocket for officiating at a chess event. Arbiters may decide to offer their services for less than the recommended amounts.

Every chess event should have a minimum of two arbiters. Normally each section will have an arbiter. One arbiter per 24-32 players is a guideline for the number of arbiters required. Large Opens may need fewer arbiters than those figures suggest but a Blitz tournament may need more. The prestige of a tournament will also affect the number of arbiters, the more prestigious the event the greater the number of arbiters involved.

Additional tasks such as games inputting or running live boards will increase the number of arbiters required unless these tasks are allocated to others. In addition to these fees transport costs should be included and, where necessary, overnight accommodation provided. A £20 a day food allowance should be made where no meals are provided. Transport costs will normally be based on bus fares or standard rail fares. A per mile car allowance should be paid where equipment is being transported. (30p-40p a mile is normal.)

Organisers should consider these fees when doing congress budgets and accounts. If an arbiter receives less than the recommended figures there is a strong argument for including the difference as a donation in the final accounts. Doing so can increase the chances of grants in future years.

It should be recognised that these fees should be seen as a minimum.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | One Day Blitz | One Day Rapid | Two Day Rapidplay | 2 Day Congress | 3 Day Congress | 4 Day Event | 5 Day Event | 7 Day Event | 9 Day Event |
| Chief Arbiter | £25  (£45\*) | £30  (£50\*) | £50  (£90\*) | £50  (£90\*) | £75  (£135\*) | £100  (£180\*) | £125  (£225\*) | £175  (£315\*) | £225  (£405\*) |
| Deputy Chief/Sector Arbiter | £20  (£40\*) | £25  (£45\*) | £40  (£80\*) | £40  (£80\*) | £60  (£120\*) | £80  (£160\*) | £100  (£200\*) | £140  (£280\*) | £175  (£355\*) |
| Arbiter | £15  (£35\*) | £20  (£40\*) | £30  (£70\*) | £30  (£70\*) | £45  (£105\*) | £60  (£140\*) | £75  (£175\*) | £100  (£240\*) | £110  (£290\*) |
| Trainee Arbiter | £10  (£30\*) | £10  (£30\*) | £20  (£60\*) | £20  (£60\*) | £30  (£90\*) | £40  (£120\*) | £50  (£150\*) | £70  (£210\*) | £90  (£270\*) |

\*With meal allowance

**This Memorandum of Understanding (MoU) was agreed between the English Chess Federation (ECF) and the Chess Arbiters’ Association (CAA) on 24/02/2018**

This Memorandum:

* which is not intended to create any legally binding obligations or rights and should not be regarded as an offer capable of giving rise to a contract by means of acceptance, sets out the principal provisions which have been discussed for the operational and financial relationship between the CAA and the ECF;
* is subject to contract, and neither the CAA nor the ECF intend to formalise this Memorandum as a contract; and shall be governed by, and interpreted in accordance with, English law.

The principal provisions are set out below:

The ECF shall:

* Administer the system of training arbiters in England.
* Organise training courses at national and international levels, and appoint qualified trainers to deliver them.
* Forward to the CAA all documents from Federation International des Echecs (FIDE), the European Chess Union (ECU), and the Commonwealth Chess Association relating to Arbiters and Organisers. The CAA shall extract appropriate information from such documents and share it to the British Isles Chess Co-ordinating Committee (BICC) nations to disseminate as appropriate within each country’s jurisdiction.
* Arrange for suitable insurance cover for the CAA Standards Committee.
* Be expected to enforce decisions taken by the CAA Standards Committee, or publish reasons why it is unwilling to do so.

The CAA shall:

* Produce training materials that the ECF and other national organisations may use at their training courses.
* Organise a Standards Committee to which the ECF and other British national federations may refer disputes which have exhausted all local or national resolution procedures. Such disputes shall relate only to matters involving chess organisation including arbiter and player actions. In general, only issues arising from graded/rated games will be considered.
* Provide recommended fees for arbiters who work at ECF-graded chess tournaments.

**Amendment/Cancellation**

Each of the parties may terminate any arrangement and/or all arrangements in this Memorandum by giving the other party 90 days’ written notice.

**HOW TO COMPLAIN**

**A Guide to Submitting Complaints to the Standards Committee**

The purpose of this document is to give guidance on how to compile complaints for submission to the CAA Standards Committee (the committee).

Seek local resolution - it cannot be emphasised too much that you must raise any issues/concerns as close as possible in both time and place to the original event. There is no point in trying to raise anything directly with the committee, your complaint will simply be referred back to you.

Even at the initial stage, it is advisable to write down what happened and record as many details as possible such as time, date, place, witnesses, etc.

If you have exhausted fully the local and national complaints process and you feel that a satisfactory resolution has not been achieved, you can then consider approaching the Committee. At this stage, you should think very carefully in order to clarify precisely what your complaint is about. A simple, clear statement is going to carry more weight than a series of vague generalised grumbles. Indeed, if the latter make up the body of the complaint then it is unlikely they would be considered.

You will need to think carefully about the basis of your appeal to the Standards’ Committee.

Remember, simply disagreeing with the local decision is not a valid basis for an appeal. You should consult the Standards Code and Operating Procedures documents to be clear about what would be valid grounds for complaint.

To submit a complaint to the committee you need to complete a Cover Sheet, it can be downloaded

from the CAA website Standards page The Cover Sheet is to be submitted alongside your cheque (which is non refundable if your complaint is regarded as frivolous or vexatious).

No matter how upset you are, try to remain as objective as possible; emotion does not strengthen your case.

Be scrupulously honest in your submission to the extent of admitting facts which you might consider will weaken your case. The committee will be encouraged by an honest submission and, equally, will be discouraged if any aspect is proved to be either erroneous or misleading.

Report on only what you know happened. Passing on rumours is unhelpful.

The committee take their responsibilities very seriously and will look at your case as objectively as possible. If any member has any personal involvement, role or interest in your case they will withdraw and allow their colleagues to process the matter. To assist the committee, producing corroborative information is vital to lift your complaint from hearsay into evidence. Your corroboration could be in a variety of forms such as witness statements or documents.

All relevant information relating to your complaint should be included at the time of your original complaint being submitted to the committee. Remember they will probably not know about your case before reading your submission so it will help them to reach a correct assessment if you have reported fully. It will be for the committee to decide whether they ask you or other parties for clarification of any aspect of your complaint. The committee may decide to request clarification to be submitted to them in either documentary or oral form. The point is not to rely on any later clarification process to communicate information missing from your initial complaint document; that later step might never happen.

**Standards Committee - Operating Procedures**

Throughout this document, "in writing" is understood to include email or similar communications. “Meeting” is understood to include gathering by electronic means e.g. telephone conference of Skype.

**1. Principles**

The CAA Standards Committee (the “Committee") shall endeavour to uphold the highest standards of sportsmanship, fairness, integrity and transparency.

Nothing in this code removes the right of local associations, leagues or clubs to deal with local complaints and disputes within their local jurisdiction. Indeed,6 the CAA requires that the resolution of disputes and complaints is first attempted at the local level - see paragraph 6. However, certain matters require to be reported to, and addressed at, a different level in order to ensure consistency and, where relevant, legal compliance.

**2. Functions**

The Committee will develop and promulgate standards of conduct, referred to hereafter as the Standards Code (the “Code“) of the CAA. It is intended that these represent the standards expected of the following:

(a) Officials

(b) Members

(c) Tournament Directors

(d) Arbiters

(e) Players

(f) Spectators including Parents/Guardians

The Chair shall submit a Report annually on the activities of the Committee (and any Panels thereof) to the CAA Annual General Meeting. This Report will also be circulated to all BICC members.

The Committee will receive reports of alleged breaches of the Code and appoint a Disciplinary Panel (the “Panel") of at least three members of the Committee to investigate and take appropriate action. The Panel may be reconstituted anew in each case.

**3. Composition of the Committee**

The Chair and Members of the Committee shall be appointed, normally for a three-year (renewable) term, by a General Meeting of CAA members.

At full strength, the Committee shall consist of three members. The quorum for the Committee shall be two members.

The Committee shall appoint a group of evaluators of whom 3 will form a Panel to investigate complaints received.

These evaluators will be people of high standing, normally within the chess community. Candidates to be evaluators will be nominated by members of the CAA or other recognised chess bodies including national federations, local associations, etc.

An appointed Panel should represent a cross section of the chess community. (In the chess community it is common for one person to have a variety of roles, e.g. arbiter, organiser, captain, etc. This makes it difficult to specify that a Panel should have a certain composition e.g. only one arbiter.)

All members of a Panel shall declare that they have no significant conflict of interest in the current case. Any member of a Panel declaring such a conflict of interest shall stand down, and a replacement shall be appointed in his/her stead.

The Committee may co-opt members with expertise in the area under consideration.

**4. Jurisdiction**

The CAA operates throughout the British Isles. However the Standards Committee can only work with the approval of other organisations. It is anticipated that local organisations will approve participation of the independent CAA Standards Committee in resolving disputes. The CAA will also operate when given the permission of a higher body such as a national federation.

**5. Instigation of action**

The Committee will not instigate actions into alleged breaches of Code, except on receipt of a competent complaint. Such complaints should normally come via the national federation. Any complaint made to the Committee must be made in writing‘ and as soon as practicable after attempted local resolution has been unsuccessful (see 6).

The complaint must be accompanied by a ‘Good Faith Deposit’ of £50.00 payable to the CAA.

The deposit will be returned to the complainant unless the Committee determines that the complaint was frivolous or malicious.

**6. Competency of Complaints**

The Committee will not investigate a complaint unless it is of the opinion that all appropriate direct routes for its resolution, if any, have been exhausted by the complainant. Where appropriate, the Committee will advise the complainant that resolution of the dispute/complaint may be best effected by other means.

Complaints which refer to an incident which occurred more than 42 days before receipt of the complaint will be time-barred, unless, in the opinion of the Panel, exceptional reasons exist for not presenting it earlier.

A complaint which is wholly or partly defective (e.g., ambiguous, unsubstantiated, frivolous, vexatious, irrelevant, time-barred or trivial) shall be deemed to be incompetent. The Committee may, at its discretion, advise the complainant on re-submission.

**7. Panel Procedures**

In the event of a competent complaint to the Committee a range of options may be adopted. The main objective is for the case to be fairly determined without undue delay. Depending on the circumstances, the Panel may require either:

a) That all allegations and evidence relating to the complaint be submitted to it in writing within 21 days of being asked. Additional information from the parties‘ or others may be requested by the Panel if considered necessary.

OR

b) The Panel may at its discretion, hear oral testimony/submissions from the parties‘, and/or their appropriate representatives. Hearings will normally be held within 35 days from receipt of a competent complaint. Each party to the dispute will receive a copy of the complaint and will be given at least 21 days‘ prior notice of the Hearing date. Written submission must be received not later than 10 days in advance of the Hearing and the party making the written submission must provide a copy to the other party. No further written submission will be accepted by the Panel. Hearings will usually be held in private with only the invited participants present. Occasionally, however, it may be held in public, at the discretion of the Panel. The Chair of the Panel shall conduct the Hearing and is empowered to require parties to give their evidence concisely and to limit such evidence to the subject of the case. The proceedings of the Hearing shall be minuted. The Panel may adjourn the Hearing to hear further evidence but not for longer than 14 days.

For option (a) or (b) the Panel will deliberate in private and its decision will be communicated in writing to the patties, usually, within 21 days from the meeting of the Panel or the conclusion of the Hearing. In the event that the Panel is tied on any question, the Chair shall exercise a casting vote, in addition to his/her deliberative vote.

If a unanimous verdict cannot be reached, the majority decision shall prevail.

1. Here and throughout the document Parties are defined as :

a). The person/s named in the initiating Complaint Form.

b). The person/s who is/are subject of the complaint.

Where either a) or b) is not an adult then these definitions refer to his/her parent/guardian

2. A representative that the Panel might find appropriate include

a) a parent or guardian representing a minor

b) when the party has a disability that restricts or prevents clear communication

c) when the party is too unwell to attend the Hearing

3. Throughout this document ‘Hearing in the form of a meeting‘ is understood to include physical, video or

telephone conferencing options)

**8. Disciplinary Powers**

The CAA has no disciplinary powers. The CAA may suggest that any combination of the following be applied by the local body..

(a) Censure

(b) Probation

(c) Suspension of membership of an organisation

(d) Suspension from office in an organisation

(e) Suspension from events organised by an organisation

The CAA would expect appropriate organisations to carry out the suggested penalties. Where this is not done the CAA would expect the organisation to publish why it had rejected the Standards Committee findings.

In addition, not all matters referred will suitably be dealt with by disciplinary procedures. Many situations would be avoided by better training or organisation. In these situations, the CAA may recommend remedial measures to minimise a recurrence of the incident.

The CAA reserves the right to alert its members and others to the potential problems which may exist when assisting an organisation (or person) which does not meet the requirements of its Code of Conduct.

Note:

The probationary and suspension periods will be specified.

A suspension may be permanent (i.e., a life-time ban)

The word “office” may refer to a specific post (or posts) or to all posts.

Events may refer to a specific event (or events) or to all events.

**9. Decisions**

The decision shall include the reasons on which it is based. Any dissenting member of the Panel shall be entitled to deliver a separate opinion, which shall be appended to the decision. The decision may be published at the discretion of the Panel, but publication may be stayed if either party gives written notice that they intend to appeal. The decision shall contain the names of the members of the Panel.

**10. Appeals**

Appeals must be made in writing to the Committee Chair within 14 days of communication of the decision. The Standards committee will appoint an Appeal’s Panel to examine the appeal.

An appeal will be deemed to be incompetent (and dismissed) unless the appellant provides compelling evidence that:

(a) the Panel failed to examine the evidence properly, or,

(b) the Panel was not properly constituted, or,

(c) the Panel failed to follow proper procedures, or,

(d) the Panel's decision was perverse.

An appeal on the sole grounds that the appellant does not agree with the Panel’s decisions and determination will not be entertained.

If the Standard’s Committee rules that the appeal is competent it will form a second panel. This Appeals Panel (AP) may call for further evidence from all relevant parties, including the original Panel. The Appeals Panel may then either, (a), dismiss the appeal or, (b), grant the appeal in part or in whole. In the latter case, the AP shall assume the same powers to make decisions. The AP’s decision, which shall be final, shall be communicated in writing to all relevant parties.

**Rationale for a Standards Committee**

It is not intended that the CAA Standards Committee will replace existing procedures. However, it is clear that additional procedures are needed particularly where no national or regional body exists to examine incidents which may lead to disputes.

The CAA has an interest in ensuring that high standards are upheld in events throughout Britain.

Currently there are parts of the country where there are no sanctions which can be taken against an arbiter who has failed to keep up to date with the Laws of Chess nor any way of giving remedial support. Nor can arbiters effectively take action against players.

It is hoped that this scheme will be able to deal with such matters and to prevent others from either occurring or reaching the proportions that they have in the past.

**STANDARDS OF CONDUCT (Code of Conduct)**

It is impossible to define exactly and in all circumstances the standard of conduct expected from all parties involved in tournaments and events, or to list all acts which would amount to a breach of the Code of Ethics and lead to disciplinary sanctions. In most cases common sense will tell the participants the standards of behaviour that are required. If any participants in an event has any doubt as to the conduct which is expected of him or her, the officials present should be contacted or the local organiser who has been put in charge of the event.

The actions and behaviour of players, tournament organisers, and other individuals and entities participating in chess activities, shall be lawful and in accordance with all appropriate rules and regulations, and consistent with the principles of fair play, good sportsmanship, honesty, and respect for the rights of others.

The following is a list of examples of actions and behaviour that are considered unethical. The list is not intended to be exhaustive, and any action or behaviour that is unlawful or violates appropriate chess rules and regulations, or is inconsistent with the principles of fair play, good sportsmanship, honesty, and respect for the rights of others, may be considered to fall within the scope of this code of conduct.

**(a)** Intentional violations of tournament regulations, or of any other regulations pertaining to chess activities and goals, particularly after being warned.

**(b)** Cheating in a game of chess by illegally giving, receiving, offering, or soliciting advice; or by consulting written sources; or by tampering with clocks; or in any other manner.

**(c)** Deliberately losing a game for payment, or to lower one's rating, or for any other reason; or attempting to induce another player to do so. Deliberately failing to play at one's best in a game, in any manner inconsistent with the principles of good sportsmanship, honesty, or fair play.

**(d)** Deliberately misrepresenting one's playing ability in order to compete in a tournament or division of a tournament intended for players of lesser ability; players with foreign ratings are expected to disclose those ratings.

**(e)** Participating in a tournament under a false name or submitting a falsified rating report.

**(f)** Participating in a tournament while under suspension.

**(g)** Purposely giving false information in order to circumvent or violate any rule or regulation.

**(h)** Attempting to interfere with the rights of any player, such as by barring someone from entering an event for personal reasons. Generally, no individual should be barred from an event for which he or she meets the advertised qualifications, without appropriate due process, and then only for behaviour inconsistent with the principles of this code and/or the rules of chess. If a ban on future participation is imposed, the individual should be notified of the ban prior to his attempting to appear at future events.

(i) Running tournaments, other than for internal club events, without having a qualified arbiter.

(j) Running FIDE rated events with unlicensed arbiters.

**GDPR**

**Privacy Policy**

The Chess Arbiters Association (CAA) is committed to protecting and respecting your privacy.

This policy explains when, how, and why we collect personal data about members.

**Who we are**

The Chess Arbiters Association is a group of arbiters coming together to improve the standard of chess officiating.

**How we collect your information**

The only information we obtain about our members is provided by them directly. We do not collect personal data simply as a result of a person visiting our website.

**How your information is used**

The personal data we obtain is applied for the following purposes, namely to:

* Obtain payment of membership fees to fund the operation of the Association.
* Communicating with members for the purposes of running the Association and disseminating information about the Laws of Chess, pairing rules, arbiter titles and other related matters

Consistently with this, the contact details provided to us by members may be used to contact them by mail, telephone or e-mail for the purposes of the CAA.

We will hold personal data for as long as a person is a member and for a reasonable time afterwards.

This data is held pursuant to the legitimate interests of the CAA which is the basis on which your data as set out is processed.

**Who can access information**

Unless required by law, we do not sell, rent or otherwise share personal data with other third parties.

**Rights**

Members can ask for a copy of the data we hold about them. If a member provides information about another person, it is their responsibility to ensure that the other person has given their explicit consent to the processing of their personal data.

Should you have any unresolved complaints about the way we process your personal data, you have the right to make a formal complaint to the Information Commissioner’s Office (ICO).

**Links to other websites**

Our website may contain links to other websites. This privacy policy only applies to the use of our website. We cannot be responsible for other websites even if accessed via links on our website.

**Review of this policy**

We keep our privacy policy under regular review and we will place any updates on this webpage. This privacy policy was last updated on 04/08/2018.

If you have any questions about this policy, please contact Secretary(?)

**Chess Arbiters Association – Safeguarding Policy (Draft)**

Chess can and does have a powerful and positive influence on people, especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop qualities such as self esteem, structured thinking and leadership. These positive effects can only take place if chess places the safeguarding and protection of young people first and adopts good practice. Throughout this document the term ‘young people’ is used. The same safeguards should be applied, if necessary, to vulnerable adults.

Arbiting can involve varying levels of contact and responsibility for young people. An arbiter or organiser can develop strong positive relationships and will often be seen as a role model. Every individual has a responsibility to ensure the safety and welfare of participants.

Arbiters should adopt the highest standards as they have an important role in safeguarding and protecting young people and in providing a safe environment in which they can enjoy their chess experiences.

**Principles of the Policy**

* Chess should be fun and enjoyable, and fair play should be promoted.
* All young people within chess, regardless of age, ability, sex, race, religion or belief, ethnic origin, social status or sexual orientation, have the right to be protected from harm.
* The rights, dignity and worth of all individuals should always be respected
* Everyone who has a concern, MUST report it.
* It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone’s responsibility in chess to report concerns.
* The roles and responsibilities of the statutory agencies in safeguarding young people must be recognised.
* Any policy or procedure is only as effective as the ability and skill of those who operate it.

The CAA acknowledges that good practice when dealing with people is essential. All people in a position of trust are expected to adhere to the following guidelines:

* always be publicly open when working with young people. Ensure that whenever possible there is more than one adult present during activities with young people, or at least that you are in sight or hearing of others
* treat all young people with respect
* provide an example of good conduct you wish others to follow
* respect a young person’s right to personal privacy
* encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour that they do not like
* remember that someone else might misinterpret your actions, no matter how well intentioned
* challenge unacceptable behaviour and report all allegations/suspicions of abuse
* give guidance and support to inexperienced volunteers

**Never**

* allow or engage in any inappropriate physical or verbal contact with young people
* allow young people to use inappropriate language unchallenged
* make sexually suggestive comments to a young person, even in fun
* allow allegations of a young person to go unchallenged, unrecorded or not acted upon
* do things of a personal nature for young people that they can do for themselves
* invite or allow young people to stay with you at your home unsupervised
* allow bullying or bad behaviour by young people
* allow yourself to be drawn into inappropriate attention-seeking behaviour
* make suggestive or derogatory remarks or gestures in front of young people
* jump to conclusions about others without checking facts
* either exaggerate or trivialise child abuse issues
* show favouritism to any individual
* believe ‘it could never happen to me’.

**Reporting**

As an arbiter you are not expected to be an expert in recognition; however all adults have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.

* in response to something a young person has said to you – a disclosure
* in response to signs or suspicions of abuse
* in response to allegations made against another official or a volunteer
* in response to allegations made about a parent or someone not working within chess
* in response to bullying
* in response to a breach of these guidelines
* observation of inappropriate behaviour
* in response to anything which makes them uncomfortable based on inappropriate behaviour of an adult or changes in behaviour of a young person

It is important to note that even if an incident occurs outside of the chess environment, it should still be reported if the adult or young person concerned is involved in chess. This is in accordance with standard practice in sport.

**What to do if concerns are raised with you**

* stay calm
* reassure the person reporting their concerns that they have done the right thing in telling you
* keep an open mind
* listen carefully to what is said and take them seriously (it adds to the distress if the information has to be repeated unnecessarily)
* find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
* ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. To help you to do this, try to ask questions starting with what, how, where, when, who
* tell them what you will do next and with whom the information will be shared
* report the incident to the CAA Safeguarding Officer without delay\*
* record in writing what was said using the young person’s own words as soon as possible
* do not approach an alleged abuser or take sole responsibility.

It is not the arbiter’s nor organiser’s responsibility to decide if a child is being abused or poor practice has occurred. Any concerns or allegations will be managed by the Safeguarding Officer. It is your responsibility to report your concerns, not act on them.

\*If the Safeguarding Officer is not contactable, and a child is at immediate risk or in danger, you must seek advice immediately (do not delay) from your local authority Children’s Social Care Department (previously Social Services) or the Police. It is acceptable if this course of action is followed immediately even if there is no immediate risk. The Safeguarding Officer should be informed of any such contact made at the earliest opportunity.

The CAA Safeguarding Officer is: Lara Barnes