

4NCL 2023-24 Arbiter Application

The 4NCL is inviting arbiters to apply to work at the 4NCL in the 2023-24 season. We are seeking all roles, from Chief Arbiter down to a floor arbiter at each weekend. The deadline to respond to this invitation is **Tuesday, 29th August**.

Role Descriptions

Chief Arbiter

Start of the Season:

- Create the pool allocations once the entries are received
- Create the pairings for each Round Robin pool and put them in the 4NCL software
- Communicate these to captains
- Arrange pre-season Zoom meeting with arbiters
- Facilitate the registration of players (i.e. deal with registration queries when they arise, including assigning estimates for unrated players)
- Appoint up to two Deputy Chief Arbiters from the application list to assist with these tasks and conduct the duties of the specific duties of the Deputy Chief Arbiters
- Create operational resources for the team of arbiters; e.g. namecards for each team, board numbers

Prior to a weekend:

- Prepare the pairings for the next round of any Swiss system competition (for the first round of the weekend)
- Arrange equipment logistics, including printers and other stationery
- Appoint a Sector Arbiter to be in charge at each venue
- Appoint arbiters to work at each venue, taking account of the specific needs of each venue (e.g. liveboards, mix of genders)
- Book accommodation for the arbiter through Guaranteed Events
- Prepare a floor plan for the hotels
- Ensure the tournament broadcast is set up
- Arrange a pre-weekend Zoom meeting with the team of arbiters at each venue, to assign responsibilities
- Communicate information to the captains informing them about the upcoming weekend
- Deal with enquiries that require a ruling on the competition rules to be made

At a weekend:

- Assume the role of Sector Arbiter at that venue
- Ensure the pairings for the next round of any Swiss system competition (for the second round of the weekend) are done and published

After a weekend:

- Ensure the weekend results are submitted for FIDE-rating, in time for inclusion in the next month's ratings
- Ensure the weekend results are submitted for ECF-rating, in time for inclusion in the next month's ratings

- Ensure that PGNs, with a consistent style and appearance, are sent to Professor Ken Regan for fair play analysis; and uploaded to the FIDE-rating server
- Arrange any post-weekend Zoom meetings with the team of arbiters that may be necessary

After the season:

- Prepare FIDE player norms and submit them to England's FIDE rating officer and the player concerned
- Prepare arbiter norms and submit them to England's Manager of Arbiters and the arbiter concerned
- Prepare an end-of-season ranking, to enable prizes to be paid, and to serve as a preliminary starting list for the next season

Other necessary skills:

- Able to work with 4NCL Management and the team of arbiters
- Communicate with England's Rating Officer to ensure the tournaments are correctly registered and rated with FIDE
- Has a working knowledge of using ChessBase and Notepad to ensure a consistent delivery of PGNs
- Has a working knowledge of how to use the 4NCL software
- Ensure that the arbiters are trained in the competition rules, and how to use the tools they need (4NCL software, ChessBase)
- Liaise with the 4NCL's IT Department on software issues
- Delegation of responsibilities to Deputy Chief Arbiters for administrative work, and Sector Arbiters at the weekend
- Responsive to emails and other communication

The role has an annual honorarium of £1,000, plus any fees they would otherwise get for attending a weekend.

Deputy Chief Arbiter

- Assist the Chief Arbiter in carrying out the responsibilities set out in that job description.
- Be able to carry out the responsibilities of the Chief Arbiter when assigned, or when the Chief Arbiter is away.

The role has an annual honorarium of £500, plus any fees they would otherwise get for attending a weekend.

Sector Arbiter

The Sector Arbiter is the lead arbiter at the weekend. The Chief Arbiter, or Deputy Chief Arbiter may be present; in which case they will carry out the responsibilities of the Sector Arbiter. These functions should be carried out prior to departure from the weekend.

- Make adjustments to the floorplan as may be necessary
- Liaise with the hotel and Guaranteed Events where issues arise with accommodation
- Ensure the equipment is set up
- Publish pairings online and at the venue at the appropriate times
- Create a fair play scanning rota, with pre-game and post-game checks; keep electronic records of the results of the scans

- Collect the arbiters' expenses and bank details, and send them to the 4NCL Finance Director
- Ensure the correct results are entered, and that the league tables are published
- Arrange for games not inputted to be inputted punctually after the conclusion of the weekend
- Communicate with the Chief Arbiter on the progress of the weekend

Other necessary skills:

- Able to work with the team of arbiters
- Has a working knowledge of using ChessBase and Notepad to ensure a consistent delivery of PGNs
- Has a working knowledge of how to use the 4NCL software
- Delegation of responsibilities to Arbiters
- Responsive to emails and other communication

Sector Arbiters should arrive on Friday evening. The weekend fee is:

- £60 for Friday
- £120 for each subsequent day
- Cost of a standard-class train ticket; or 30p per mile if driving
- Bed & Breakfast accommodation

Arbiters

- Set up equipment
- Ensure the playing conditions are adequate (e.g. lighting, temperature, water is available to players)
- Input games into ChessBase
- Input results of games into the 4NCL software
- Resolve disputes in games, and report decisions made to the Sector Arbiter
- Monitor the playing area and playing venue (fair play)

The weekend fee is:

- £45 for Friday (if present by 7pm, and help to set up)
- £90 for each subsequent day (arrival by 10am on Saturday)
- Cost of a standard-class train ticket; or 30p per mile if driving
- Bed & Breakfast accommodation

Other Roles

A Fair Play Arbiter will be appointed at the Division 1 venue. This will be remunerated to the same level as the Sector Arbiter, and will inherit the task of creating the Fair Play scanning rota. Arrival is not needed until Saturday morning. If the arbiter arrives by 7pm on Friday evening, a room on Friday night can be arranged, and they are expected to help with set up.