

4NCL 2026-27 Arbiter Roles

The 4NCL is inviting arbiters to apply to work at the 4NCL in the 2026-27 season. We are seeking people to fill the Sector Arbiter and Floor Arbiter roles. The deadline to respond to this invitation is Tuesday 15th September.

Role Descriptions

Sector Arbiter

The Sector Arbiter is the lead arbiter at the weekend (similar to the role of a Chief Arbiter in a stand-alone congress). The Chief Arbiter, or Deputy Chief Arbiter may be present; in which case they will carry out the responsibilities of the Sector Arbiter. The Sector Arbiter is expected to arrive on Friday evening.

Their duties are as follows:

Prior to a weekend:

- Make adjustments to the floorplan during setup as may be necessary
- Liaise with the hotel and the 4NCL's accommodation provider where issues arise with accommodation

During a weekend:

- 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 Chief Arbiter and the 4NCL Finance Director
- Ensure the correct results are entered, and that the league tables are published at the conclusion of each round
- Ensure the pairings for the next round of any Swiss system competition (for the second round of the weekend) are done and published
- Arrange for games not inputted during the weekend to be inputted punctually after the conclusion of the weekend
- Communicate with the Chief Arbiter on the progress of the weekend

Role requirements:

- **Must hold the FA or IA title**
- Able to work with the team of arbiters
- Has a working knowledge of using ChessBase, lichess 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

Floor Arbiters

Floor arbiters will be expected to arrive either on Friday evening or Saturday morning.

Their duties shall include:

- Set up equipment
- Ensure the playing conditions are adequate (e.g. lighting, temperature, water is available to players)
- Input games into ChessBase, lichess or a similar program
- 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)

Other Roles

Live Board Technician(s)

If a venue is using live boards for the weekend, then the live board technicians will be expected to arrive at the venue on Friday in the early afternoon to be able to set up the live board equipment.

- Assist with setting up the broadcast links before the weekend where required
- Set up live boards
- Ensure the PGN broadcast is ready for the start of the round
- Ensure the broadcasts are working correctly during the round, and help resolve any issues that may arise
- Assist the floor arbiters with their duties where required

Fees

The fees for each arbiter role during the weekend is as follows:

Role	Friday (set up)	Sat/Sun/Mon
Sector Arbiter	£60	£120 for each day
Live Board Technician	£60	£90 for each day
Floor Arbiter	£45 (if present)	£90 for each day

All arbiters shall be provided with accommodation on a bed & breakfast basis (unless they are within commutable distance of the venue) and reimbursed for travel at either the cost of a standard-class train ticket, or 55p per mile if driving. Additional travel expenses (if they are expected to be incurred) should be cleared with the Chief Arbiter before the weekend.

CA and DCA Roles

While we are not recruiting for the Chief Arbiter and Deputy roles, below are their responsibilities, along with the arbiters that are filling them:

Chief Arbiter (Thomas Evans)

The Chief Arbiter will be assisted by one or two Deputies, who will be delegated some of the below responsibilities.

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 etc.

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 arbiters through the 4NCL's accommodation provider
- 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 (where necessary)
- 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

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(s) (Matthew Carr & Jo Wildman)

- Assist the Chief Arbiter in carrying out their responsibilities, as delegated by them.
- 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.