



04 January 2026

To whom it may concern

**Host duties during a Sedibeng Chess tournament:**

**Sedibeng Chess** is part of **Gauteng Chess** which again falls under the national **Chess SA** structures. **Sedibeng Chess** promotes chess at school and club level and assists with chess tournaments and coaching.

The mandatory yearly chess affiliation fees, from clubs and schools, will be used to finance the **Sedibeng Chess** supplied equipment. **Amount payable is:** R700.00 per year. This amount must be paid by the host before any chess tournament can be hosted.

Sedibeng Chess will supply all chess equipment and chess officials for the tournament.

**35% of the Entry Fees** of the chess tournament is used to pay the **Chess SA accredited Sedibeng Chess officials** for **labour and travel**. *We had to increase this percentage due to new Chess SA rating fee charges per player per tournament from 01Apr2025.*

The other **65% of the Entry Fees** can then be used by the host (respective clubs' and schools' chess fraternities).



## The Host will:

- 1) make sure that the latest and customised Sedibeng Chess Entry Form be submitted 2 weeks prior to the event for approval and online loading.
- 2) arrange for the relevant Sedibeng chess equipment to be picked-up and dropped-off at the following address: **24 Langeberg Street, Vaalpark**. A chess equipment list will be signed by the host and if any damage or loss of chess equipment, will have to be covered by the host.
- 3) supply the chess playing venue, tables and chairs.
- 4) supply a separate table for registrations and points submission outside of the chess playing area. Also, personnel attending this table.
- 5) arrange tuck-shop with a menu for players and parents - long day from 07h00 to 18h00.
- 6) supply food and drinks for chess officials - breakfast with coffee and lunch with drinks.
- 7) arrange medals and prizes (monies or vouchers) - Sedibeng Chess and School logo – can make use of Nigel Engravers for medals.
- 8) arrange price giving with Sedibeng Chess and School/Club banners.
- 9) ensure that no parent or player will be allowed in the chess playing area - space where the chess equipment is placed.
- 10) provide extra pens or pencils and notation papers.
- 11) arrange car guards as necessary.
- 12) arrange first-aid kit, evacuation plan and emergency numbers for any emergency at the venue.
- 13) ensure no alcohol being used at the venue.
- 14) supply a Facebook flyer of the chess event to be loaded on the Gauteng Chess website as well



## Registration Tables

- Registration tables need to be marked clearly with the different sections and placed away from the **PC Operator's table**
- Depending on the size of the tournament, a **minimum of 4 host people** is to work at the tables. (A/B and C/D and E/F etc). The 4th person will need to work with the walk-in's and schools that have entered. The number of players & schools will be communicated with the organizer throughout the week.
- Registrars will need to mark the players as **Present** or **Not Present** and then also as **Paid** or **Not Paid** if entry fees are still outstanding – this needs to be done clearly. A list will be given through for this.
- Once registration closes, all player lists, and walk-in entry forms are to be given to the PC Operator to process.

## Results Tables

- A minimum of **2 host people** is to work the results table
- They are there solely for the purpose of supervision – they are not to write the results in. They need to check that 2 players are both present to write the results in, next to the correct names and both players need to sign.
- Once the section has been completed, they need to bring the score sheet to the PC Operator for processing.

Kindly do not hesitate to contact us, should you require any further information or assistance.

Yours sincerely,

Hannes Mittermaier

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