

# Brownsville Independent School District



**2015 - 2016**

# **Handbook**

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.

**Board Approved:  
October 6, 2015**

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**Brownsville Independent School District  
District Chess Committee**

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## **Committee Guidelines**

2014-2015 proved to be yet another very successful year for the students in the BISD chess program. With support from the BISD Board of Trustees, the community, campus administrators, campus faculty and the students, tournaments showed record numbers of participants. Brownsville continues to be the chess capital of Texas as declared by the Texas Senate in 2003.

**General Committee:** The General Committee for the 2015-2016 school year shall be comprised of one coach and one parent from each participating campus.

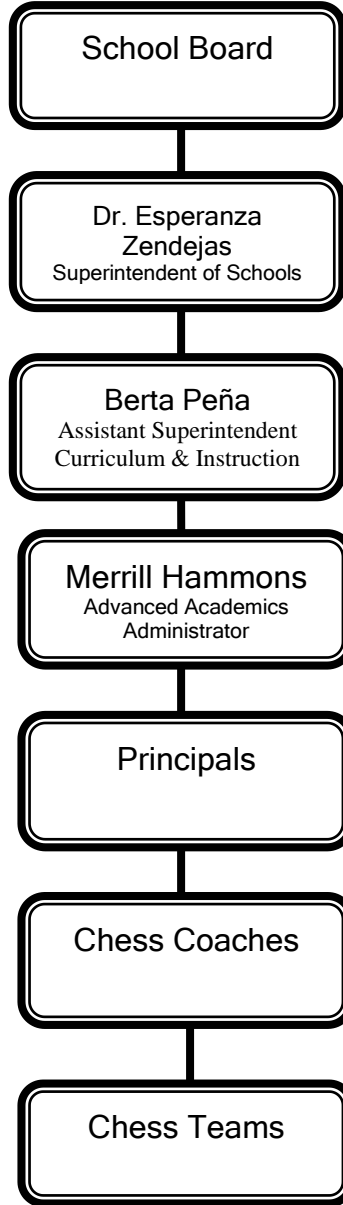
**Executive Committee:** The Executive Committee shall be comprised of eleven members. They will include one program administrator, one coordinator and one elementary, one middle school, and one high school administrator. The General Committee shall elect one elementary parent and one elementary sponsor/coach; one middle school parent and one middle school sponsor/coach; and one high school parent and one high school sponsor/coach.

One community member and anyone who serves on the state board (Texas Chess Association) or the USCF Scholastic Committee will be asked to be a member of the Executive Committee.

Elections will be staggered on even and odd years. Middle School Parent, Elementary and High School Coach, and Middle School Administrator will be elected on even years and Elementary and High School Parent, Middle School Coach, Elementary and High School Administrators will be elected on odd years. Elections will be held at the end of the chess season.

**Meeting Schedule:** The General Committee will meet once during the first semester and once during the second semester of each current school year. The Executive Committee will meet as needed and determined by the BISD Chess Coordinator.

## Chess Program Organizational Chart



## Standard Operating Procedures Elementary & Secondary

### *Eligibility*

**Class Grades:** All students involved in a chess program must have passing grades in all of their classes. Procedures for no pass, no play is in effect. If a student is failing and selects to participate on their own, his/her final score will not be added to the teams' final standing at the Regional tournament. **No campus or district funds may be used for students who do not meet the eligibility requirements.**

### **Participation:**

1. Elementary participation is open to students in Pre-Kindergarten through fifth grade.
2. Secondary participation is open to students in sixth through twelfth grade.
3. Students participating at the state or national level will participate as part of the campus program.
4. If a student is in good standing under the no pass, no play rule and is funded by his/her family or booster club, the student may participate as part of the campus team and will be under all guidelines found in this rule book including excuses from absences.

Teams may be structured using the following local designations:

1. Pre-Kinder, Kinder / 1<sup>st</sup> Division,
2. Primary J.V. (Novice) Division, Primary Open
3. Elementary J.V./Elementary Open (Championship) Division, Grades 3, 4, 5, and 6 if applicable
4. Middle School J.V. / Middle School Open Division, Grades 6 - 8
5. High School J.V. / High School Open Division, Grades 9 - 12

**Zoning:** Students must participate at their zoned school or approved transfer campus.

**Recruiting:** Campus personnel shall refrain from recruiting chess players.

## ***Budget***

**Campuses with an official Chess Program will be allocated a fixed amount per campus level to *supplement* campus needs. Campuses must adhere to all BISD funding policies and procedures when utilizing their chess funds. Any unauthorized purchases will not be honored.**

**Line Items:** The campus chess coaches will submit budget requests to the principal. The campus principal and chess coach will determine how to allocate the funds into the different line items: entry fees/dues, USCF membership dues, meals, transportation, supplies and materials, substitutes, lodging, consultants, etc.

**Budget Changes/Amendments:** Budgeted chess money is strictly for chess program purposes. Budget changes and/or amendments will be decided by the designated Central Office Administrator.

**Encumbered Funds:** Rolled over funds will be encumbered by the District after nationals and/or the last tournament. These funds will not be rolled over to the following year.

**Stipends:** Each participating campus will receive \$1000 per Head Chess Coach for a maximum of 2 head coaches per campus and \$800.00 for one Assistant Head Chess Coach (if applicable due to student numbers). Stipends are payable at the end of the school year. Only Certified BISD employees will be able to serve as coaches.\* To qualify for one head coach, a campus chess team must consist of 5-20 students. When a campus has 21 or more competing students participating in chess, a second head coach may be added. When a campus has 41 or more competing students participating in chess, one assistant head coach may be added. There is a maximum of two head coaches allowed per campus. All chess coaches must hold practice a minimum of 3 hours per week for 8 months and their teams must participate in and attend a minimum of 5 BISD and/or Rio Grande Valley-hosted tournaments to qualify for the full stipend. *For BISD funds only: Supplemental Duty Recommendation and Sign-In Sheets must be executed by each participating campus and submitted to the Department of Advanced Academics.*

*\* Due to wage and hour laws paraprofessionals cannot be used as chess coaches.*

Qualified Tournament Directors are needed to run tournaments.

**USCF Membership Fees:** *Each campus principal is highly encouraged to provide for the purchase of the USCF membership fee for each coach. These fees may be paid from parent booster club funds, tournament*



**proceeds, or campus budget allocation.** All students must have memberships in the USCF BEFORE participating in a tournament.

Tournament entry fees for the 2015-2016 school year will be \$14.00 for all BISD school sponsored tournaments.

**Tournament Proceeds:** All Tournament proceeds must be expended on chess related activities, chess items and/or chess team.

### ***Transportation/Travel***

**Local/Valley/State Tournaments:** BISD transportation for local/valley wide tournaments is a campus decision, but it is highly recommended for tournaments held in the Rio Grande Valley. It is highly recommended that campuses travel on charter buses, whenever possible, for trips to state tournaments outside the Rio Grande Valley. Otherwise, parents are responsible for taking their own child to and from the local/valley tournament site. *Parents should not make arrangements for their child to ride with another parent.* BISD will not be liable or responsible for any action, injuries, or damages that occur to students riding in vehicles that are not provided by the school. **Reminder: Each campus must attend at least 5 BISD and/or Rio Grande Valley- hosted tournaments to qualify for the funds allocated by the district.**

A principal may choose to attend local and valley tournaments and/or appoint an administrator to attend. All regional and state tournaments held outside the Rio Grande Valley **require** the presence of a campus administrator.

Pursuant to policy CNB (LOCAL): **Use of School Buses.** “Field trips within Cameron, Hidalgo, Starr, and Willacy counties may be approved by the area administrator. All other trips outside of the District must be approved by the superintendent, but in no case shall approval be granted for a school bus to travel out of the state of Texas.”

Travel to tournaments outside of the Rio Grande Valley and within Texas must be approved by the campus principal, coordinator of chess program, chess administrator, and assistant area superintendent.

**Out of State Travel Guidelines:** All out of state trips require the additional approval of the superintendent. All out of state trips require the presence of a campus administrator (this duty cannot be delegated to the team coach). It is necessary for the administrator to travel on the same charter bus, plane, etc. as the student group. It is permissible to have the administrator from one campus supervise a group from another campus when traveling together to the same out of state destination.

**Travel Arrangement Deadlines:** Tentative paperwork deadline for students and adults traveling out of town is as follows: Please note that all out of state travel must have the approval of the Superintendent. It is necessary for coaches and campus administrator to send the preliminary paperwork to the designated administrator in charge of the Scholastic Chess Program **two months prior to the anticipated trip date** in order to allow time for the appropriate signatures. **This applies whether the trip is funded by BISD or booster monies.** The administrator is asked to submit the cover transmittal requesting permission for travel. Each requisition must be accompanied with a list of student participant names, chaperones, and necessary professional leave requests as appropriate. Failure to provide that information will result in unnecessary delays. If requisitions for food purchases are also needed, it is imperative that the requisition receive a purchase order number before any purchase is made pursuant to policy CHD (LOCAL).

### ***Funding for Regional, State and National Tournaments***

**Regional & State Tournaments:** Funding for the Regional and State Tournaments are inclusive in the chess funding allocation. Students will be selected to compete in the Regional and/or State Tournament by their chess coach(es) and the principal. Selection criteria should be based on grades, local tournament participation, ranking, and practice attendance and any other criteria established by the chess coach and principal and relayed to the chess parents/guardians. **Teams must compete at the Regional Tournament in order to compete at the State Tournament.**

**National Tournaments – Teams must qualify at the Regional Tournament in order to compete at the National Tournament.** BISD funding for National Tournaments will be used only for the top three BISD championship teams who finish in the 1<sup>st</sup> – 4<sup>th</sup> place position at the Regional Tournament.\* Co-Champions (top teams with the same number of points) will receive national funding.

*\*Any teams that place 1<sup>st</sup> at the State Tournament and did not qualify at the Regional Tournament will receive BISD funding for the National Tournament.*

*Clarification: In the final team standings, teams are listed based on points and tie-breakers. If a team places first, second, third or fourth on this list, or ties for one of these positions, it will receive national funding.*

*NOTE: Teams listed in the top ten, as per the Regional Championship results, will be allowed to compete at the National Tournament at their own expense.*

Championship teams from the following categories will be funded by the District:

<b>K - 1</b>	<b>K - 3</b>	<b>K - 5</b>	<b>K - 8</b>	<b>K - 12</b>
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The District will fund 8 students (dependent upon BISD fiscal constraints) per qualifying team plus two coaches and one administrator. A team will consist of a minimum of 4 players. Additional students added to the teams may be funded by the campus or booster funds. District funding will be for 5 days and 4 nights with departure being the day prior to the National Tournament and return on the morning after awards. The district will fund two students per room at the elementary and middle school level accompanied by parent or guardian, and four students per room at the high school level. Any teams that have received approval to depart earlier or return later will need to fund the extra incurred expenses with chess booster or non-budgeted funds.

**NOTE: No junior varsity (JV) or novice teams competing at the Regional's competition will be funded to attend nationals using BISD allocations. Competing level for the players at nationals will be up to the Coach's discretion.**

Individuals who are listed in first, second, third or fourth place in any championship division and are not part of a qualifying team will also be eligible for BISD funding. Co-Champions (top individuals with the same number of points) will receive national funding.

*Clarification: In the final individual standings, players are listed based on points and tie-breakers. If an individual places first, second, third or fourth on this list or ties for one of these positions, he/she will receive national funding.*

*NOTE: Individuals listed in the top ten, as per the Regional Championship results, will be allowed to compete at the National Tournament at their own expense.*

Students who attend the National Tournament will be selected by the chess coach and the principal based on each student's combined yearly performance.

**BISD does not fund parental travel to chess meets at any level.**

### ***Booster Club Fund Management***

**Recommended Guidelines:** Chess booster club accounts do not fall under the jurisdiction of the Brownsville Independent School District. It is highly recommended for the benefit of the school and the booster club that lines of communication between the booster club and the school administration and coaches be open. In that manner, fund raising will be maximized and expenditures will be made in a mutually agreeable manner for the benefit of the student participants. Chess Booster Clubs must follow Board Policy – GE (Local) – Relations with Parent Organizations.

**(For more Parent Booster information refer to page 23)**

## ***Volunteerism***

As teams travel to out of district competition, it is necessary to remember that the supervisory ratio is 10 students to 1 chaperone. All chaperones must be approved as volunteers through the BISD Volunteer process with a completed background check done by the district. Pursuant to new policy, the district no longer requires TB testing. Volunteers must submit a completed, on-line volunteer (campus clearance) application including a criminal history release form. Applications are available at **[www.bisd.us/employment](http://www.bisd.us/employment)**

Volunteers are a vital part of the BISD community. As such, BISD recognizes the role they play in advancing the Scholastic Chess Program. In order to maximize the benefits to the students, volunteers are asked to abide by the following:

- 1) BISD volunteers are to be mindful that all BISD rules and regulations must be followed by the volunteers.
- 2) BISD volunteers are not asked to be in charge or to make decisions on behalf of the school officials on the trip.
- 3) Parent volunteers are not allowed to transport students in private vehicles while functioning in the role of volunteers.
- 4) School officials are to maintain professional decorum while supervising chess students. School district policies regarding smoking and alcoholic beverages, while traveling with students, must be upheld. Failure to do so could result in disciplinary action in accordance with BISD policy.

## ***Chess Championship Trip Activities***

School officials are to use prudence when deciding on activities for the students at all grade levels while out of town on a chess competition trip. School officials are to adhere to the following parameters:

- 1) Students shall not be allowed to dine in establishments that serve alcoholic beverages unless prior written approval of the school's Assistant Superintendent has been obtained.
- 2) Students shall not be allowed to visit amusement parks and ride on amusement park rides. They may be taken to side excursions such as museums or art galleries. The intent is to not expose the students to unnecessary activities that could pose a dangerous risk.
- 3) School officials are to maintain professional decorum while supervising chess students. School district policies regarding smoking and alcoholic beverages, while traveling with students, must be upheld. Failure to do so could result in disciplinary action in accordance with BISD policy.

- 4) Coaches and administrators are required to attend the tournament in which their team is competing and must remain supervising the students throughout the duration of the competition.

### ***Chess as an Elective***

Offering chess as an elective is pending for study and development of curriculum framework.

### ***Attendance/Absences***

U.I.L. rules will be adhered to: 10 day rule for extracurricular activities  
Campuses will utilize the same attendance codes as adopted by the  
BISD School Board:

1. ABS – (Absent)

~Student not physically present in class not due to  
non-extracurricular activity

2. EXT – (Extracurricular Activity)

~Students will be counted present (excused absence)  
with verification of approved list

**Note:** Students are responsible for making up all class and homework assignments as per District Policy.

## **Staff Development**

### ***Chess Coaches***

Staff Development will be provided for all BISD chess coaches at least once a year, preferably at the beginning of the year. This training will be conducted by a qualified experienced K-12 chess coach who has attained a state and/or national championship, by a senior Tournament Director, or through a special training seminar scheduled by the BISD Chess Coordinator. The training will include but is not limited to: handbook review, tournament and game processes and procedures, United States Chess Federation (USCF) rules and regulations, and chess strategies and curriculum. Additionally, staff development may be arranged by the administrator in charge of the chess program at the District level. Funding for this training will be provided for by the BISD chess program

## ***Tournament Directors***

Tournament Director training will be provided throughout each district chess tournament. Proper training will be provided for interested coaches in the areas of club, local, and/or senior status.

## ***Consultant(s)***

District funds may be used to hire a consultant to conduct chess training for coaches. The hiring of chess consultants for school campuses will be allowed throughout the BISD calendar year as long as all BISD procurement procedures are followed.

## ***Chess Tournaments***

### ***Purpose and Introduction***

The purpose is to provide information on various detailed aspects of scholastic chess tournaments. Additionally, since many parents are actively involved in teaching and advising their children on chess, this section will also be of interest to parents that wish to gain a more in-depth understanding of the procedures and rules that apply to tournament play.

This section is divided into two main parts: 1) a brief discussion of how to get started with scholastic chess, and 2) a longer discussion of the procedures used in running tournaments, particularly related to the procedures used to select a child's opponent (pairings).

### ***Getting Started***

Scholastic chess tournaments are designed to accommodate both individual players and players that come as part of a team. Specifically, the matchups of players or pairings for each round are identified on an individual basis irrespective of any team affiliation, except that teammates are not paired against each other in preliminary rounds. However, there may be some circumstances in which teammates may have to play against each other in the later rounds of the tournament. Most tournaments award prizes for best individual results and for best team results. Some offer only individual prizes.

## **United States Chess Federation (“USCF”) Memberships**

All tournament players are required to have USCF membership. Current USCF membership rates may be found on the USCF’s website ([www.uschess.org](http://www.uschess.org)) Memberships may be purchased at BISD Tournaments or obtained by using the USCF Website ([www.uschess.org](http://www.uschess.org)). You can call USCF at 1-800-903-USCF (8723) to pay by credit card. To pay by check, send the name, address, sex, and date of birth to USCF, P.O. Box 3967, Crossville, TN, 38557. Be sure to include the middle initial of the applicant’s name. There are many chess players with similar or even identical names within the United States. Bring the ID card to the first tournament and provide your ID number on the entry form.

## **Where to get information on Tournaments**

**ATTENTION:** The BISD Chess website: <http://www.bisd.us/daas/chess/> is the site where you will find an updated calendar of tournaments, downloadable registration flyers, team batch forms, lists of registered students, tournament results, photographs of chess tournaments, and links to other useful chess websites.

Schools hosting tournaments will fax a flyer to both public and private schools in Brownsville. The hosting school may also fax or mail flyers to other Valley schools that have previously participated in Brownsville tournaments. A flyer will also be emailed to the Chess Coordinator to be placed on the District’s webpage.

A flyer will identify the date and location of the tournament, specify the entry fee and other tournament characteristics, and state how to contact the tournament host to obtain more information about their tournament.

## **Registering for Tournaments**

One method of registering for tournaments is for all the entries from a school to be submitted together to the host school. Entries are due by 5:00 p.m. on the Tuesday before the tournament. No entries will be allowed after the Tuesday before the tournament date. Payment may be made up until the day of the tournament.

*Coaches and/or parents need to verify that entries have all necessary information filled in when registering. Otherwise, a five-dollar additional fee will be imposed at the tournament for those with incomplete entries. It is imperative that parents understand the division for which the participant is being registered. If there is a question, the parent must contact the campus sponsor or coach prior to registering the student.*

All participants and coaches should make the effort to submit entries and fees by the deadline specified on the flyer. A great amount of work is required to process all entries, therefore, please be considerate. A smooth tournament is the result of everyone cooperating to submit entries on a timely manner.

**The following information is required for all players:**

1. **USCF ID** - (if known). If the child has an ID and you do not know what it is, find out before sending in the entry or phone or e-mail it in before the tournament. The more bookkeeping that can be handled before tournament day, the better. If the child bought a membership at an earlier tournament but doesn't yet have an ID, put that information in, identifying the specific tournament.
2. **Name** - It is important to be consistent with this from tournament to tournament. You need to match the name used on the USCF membership.
3. **Grade Level** - The student's current grade level in school is needed.
4. **Division** - It is simplest for the organizers if the entry list is sorted by division, and most would prefer separate sheets for each division.

The Tournament Director (TD) generally should have the latest up-to-date rating information, so finding this information is not necessary.

## ***Tournament Procedures***

### **Ratings**

Any player who has played at least four games in rated tournaments will get a published rating. These ratings are updated every month and are displayed at [www.uschess.org/msa](http://www.uschess.org/msa). The Tournament Director's often have access to ratings for previously unrated players before they are published and can use them at their discretion. These ratings are used in almost all tournaments to determine who plays whom, i.e., the pairings.



## **Scoring**

In each match, the winner gets 1 point and the loser gets 0 points, irrespective of whether the match is won by checkmate, resignation, expiration of time, or forfeit. Draws by any means yield  $\frac{1}{2}$  points for each player. Byes given in pairings (due to an odd number of players in the section) are full point byes, and in selected cases with prearranged absences may be granted half point byes. A player's total is the total number of points from all matches.

Team scores reflect the sum of the scores of a specified number of players. Typically, the team scores will reflect the sum of the scores of the four highest scoring team members.

## **Tie Breaks**

Ties in overall score are commonplace. Tie breaks are generally used to rank players with equal scores, based on various approaches that attempt to evaluate which of the tied players had the most challenging opposition. In scholastic chess, the first tie break is the modified median method. In this method (as applied to players with more wins than losses), for each player, one sums the scores of all but the lowest scoring of the player's opponents. If tied, players have equal values for this first tie break, a second tie break called the Solkoff method is used, which is similar to the modified median method except that all opponents' scores are summed. If needed, a third tie break called the cumulative method is used, in which a player's scores at the end of each round are summed. If none of these methods differentiate the tied players, the TD running the tournament has the discretion to apply other tie break methods as appropriate.

## **Swiss System Pairings**

Our tournaments are run using the "Swiss System." All children play all rounds. No one is eliminated. These are the basic rules governing the Swiss System:

1. No player plays anyone more than once.
2. To the extent possible, players are paired with someone having the same score going into a round.
3. In a particular score group, after ranking players according to their ratings, the players who are in the top half of the group play those in the bottom half. (Unrated players are usually put at the end of the ranking list.)
4. Sections (with the exception of K-1) will pair players by their ratings and score.

Thus, in the first round, the full list of players in a section is split in half. The top player in the top half plays the top player in the bottom half; the second players in each half play each other, etc. The colors assigned to the boards alternate. If Player #1 gets White, then Player #2 gets Black.

In the second round, the winner's play winners, losers play losers, those with draws play others with draws. Within each of these score groups, the players again are ranked and divided in half, with the top player in the top half playing the top in the second half, etc. This continues throughout the tournament with the players grouped according to the number of points they have scored in the preceding rounds.

In the event that there is an odd number of players in a score group, the bottom one gets "dropped" into the next lower score group. He/she will usually play the highest ranked player in the next score group.

The pairings that would be obtained by this are sometimes switched slightly for one of several reasons: 1.) To avoid pairing players a second time. (This is particularly common in the "draw" score groups). 2.) To avoid pairing teammates. 3.) To "correct" the colors. The idea in #3 is for each player to have alternating colors throughout the tournament, that is, if they had White in the first round, to have White in odd rounds and Black in even rounds. Most of the time, the pairings can be fixed by shifting a few players up or down a couple of boards.

### **Accelerated Pairings**

Accelerated pairings are commonly used in tournaments in an attempt to keep down the number of perfect scores. In the first round, the player list is divided into four quarters. The top quarter plays the second quarter. The third quarter plays the bottom quarter. In the second round, the winners from the top half play each other, the losers from the bottom half play each other, and the losers from the top half play the winners from the bottom half. This gives tougher pairings to the stronger players in the first round and to the winners among them in the second round. The third round is then paired with normal pairing.

### **Byes and Requested Byes**

When there are an odd number of players in a section, one player will receive a "bye." This will usually be a player who has lost in the preceding rounds. On the pairing list, there is usually a request for the player to "See TD." The player should talk to the floor TD, who will probably ask him/her to wait by the scorer's table. The TD will then inform the player that he/she received a one point bye for that particular round.

Students are allowed to request a half-point bye as follows:

- 1.) By means of registration;
- 2.) Two rounds prior to the requested bye round.

### ***Coaches' Responsibilities***

The school sponsor/coach is required to turn in a tournament report the week after each tournament attended. A copy of the USCF TD report along with any recommendations for improvements and problem solving suggestions will suffice. At the end of the year, the school sponsor/coach must turn in an annual composite form.

#### **If you have further questions .....**

For further information on the rules governing tournament play, USCF publishes a book entitled Official Rules of Chess. For more chess books and chess supplies, contact the USCF (at P.O. Box 3967, Crossville, TN, 38557; 1-800-903-USCF(8723); or visit their website at <http://www.uschess.org>.

## **Addressing Needs of Program at the District Level**

### ***Chess Tournament Calendar***

**Request Process to Host a Tournament:** The executive committee will designate the calendar dates for District hosted Chess tournaments: (2) high school, (3) middle school, and (5) elementary. One additional tournament will be awarded at the high school level, if calendar dates permit. Tournament date changes are expected and allowed to avoid conflicts with Regional, State, and National Tournaments, and other unforeseen circumstances. If a school is hosting the Regional or State tournament, no local tournament will be awarded. All tournament proceeds are to be expended on chess related activities and/or items.

Any school who earned a national championship title in the previous year will receive exclusive first choice of a tournament date. Any appropriate school wishing to host an available tournament must submit a Tournament Request to the Executive Chess Committee through the Chess Administrator by the requested due date.

All appropriate host schools will draw for the tournament date at a designated place and time set by the Executive Committee and the Chess Administrator. Based on the above criteria, the BISD Chess Tournament Calendar will be generated and publicly posted.

## **Tournament Organizers – Hosting a Chess Tournament**

The following criteria must be met in order to host a chess tournament:

- School must have an experienced organizer run the event.  
**School staff wishing to become organizers will have to shadow an experienced organizer for 2 tournaments and will be eligible to participate as an organizer the following school year.**  
**\*NOTE – Schools may hire an experienced organizer to run a chess event. Interested schools may contact the administrator in charge of BISD Scholastic Chess for a listing of registered organizers.**
- Sufficient playing area space through utilization of the gym, cafeteria, and classrooms must be available.
- An approved host contract must be on file with the BISD Scholastic Chess Administrator prior to the event.
- There must be at least 1 club Tournament Director to every 25 students in the K-1 section, 1 club Tournament Director to every 50 students in the primary and elementary section and 1 club Tournament Director to every 75 students in the middle school and high school sections. A Senior Tournament Director and Chief Pairing Directors must also be hired to run the tournament.

<b>SUPPLEMENTAL TITLE</b>	<b>AMOUNT PAID</b>
Senior Tournament Director	up to \$350.00
Certified Club/Local Tournament Director	up to \$ 75.00
Chief Pairing Director	Pairing Fees \$ 0.80 per registered player
	\$ 1.50 per processed USCF membership

### **Tournament Director Shortage**

There is a shortage of Tournament Directors. At least one coach per campus should become a USCF member and obtain a Club Tournament Director Certification. This is necessary to operate successful, organized tournaments.

Levels of Tournament Directors

- 1) Level 1 Club TD
- 2) Level 2 Local TD
- 3) Level 3 Senior TD

To obtain a certification as a Tournament Director there is a minimal fee. An exam must also be passed.

A Club Tournament Director must be a USCF member. An applicant for club Tournament Director accreditation must sign a statement indicating that he or she has read, has access, and will abide by the rules contained in the USCF's *Official Rules of Chess*.

*Limitations* – A Senior Tournament Director cannot be a Tournament Director of a tournament that awards a national title.

The Local Tournament Director must be a member of the USCF, have an established rating, and pass a proficiency exam which consists of moderate difficulty.

*Limitations* – A Local Tournament Director cannot be the chief Tournament Director of a tournament exceeding 125 entries.

The Senior Tournament Director must be a member of the USCF, have an established rating, and pass a proficiency exam which consists of advanced difficulty.

## **Fund Raising at B.I.S.D. Hosted Tournaments**

**Organization Fund Raising at B.I.S.D. Hosted Tournaments:** Fund raising will be allowed at any chess tournament hosted by a B.I.S.D. school. Any B.I.S.D. student organization may apply to participate in a fund raising activity at the hosting campus. The number of fund raising activities allowed and the participating student organizations will be the sole decision of the hosting school's principal.

## **Parent Boosters**

### ***Parents' Roles/Responsibilities***

Chess Booster Clubs are organized to assist and support school activities formed by school patrons to help enrich the school's participation in extracurricular activities. Although the Chess Booster Clubs are vital to the success of the extracurricular activity, **they do not have authority to direct the duties of a school district employee.** It is of utmost importance that all Chess Booster Clubs are aware of the rules and regulations that govern the chess program. Bylaws for the Chess Booster Club must be developed, implemented, and submitted to the BISD Scholastic Chess administrator.

**BISD does not fund parental travel to chess meets at any level.**

**Level of Involvement:** Parents serve as supporters of the chess organization and must adhere to all USCF rules and regulations throughout the year. They are to ensure that their child attends chess practice and that he/she is a current USCF member and must be present at all scheduled tournaments that the team has chosen to attend. For safety reasons, parents are strongly encouraged to attend all chess tournaments and assist in supervising their own child. Chess Tournaments are an all-day event and it is recommended that parents make plans to stay until the awards ceremony. We also ask that parents be present at

all scheduled parent booster meetings and fund raising activities sponsored by the Chess Booster Club. Participation is encouraged.

**Relationship with Coaches and/or Administration:** It is the sole responsibility of the principal to make decisions that will impact the overall success of the chess program. These decisions, like time of practice, team playing level, organized practices, tutoring, team uniforms, placing the team member in a certain section, and any other matters pertaining to coaching are crucial to the success of the chess program. It is strongly advised that principals and coaches consider parent booster input as decisions are made. Coaches/principals shall keep parents and booster club members informed of all decisions. Open lines of communication and parent support of such decisions is crucial and important to the success of the chess program.

**Student Consequences:** Students that remain in good standing and perform at the top 3 of their division at the chess tournaments will be awarded the chance to play at the regional, state, and national levels.

**Parent Behavior at Sanctioned Activities:** Spectators (parents and coaches) not playing in the tournament have no special privileges. For instance, if a player complains that a particular spectator's presence near his or her game is disturbing, rather than investigate the complaint to determine its validity, the director will simply require the spectator to move away from that game. If more complaints are received about the same person, the director will ask the spectator to leave the premises. If the spectator has paid an admission fee, it will not be refunded. Security may escort the person out of the premises.

Spectators may not make claims on any games and are not allowed to discuss anything about any games ongoing nearby where they can be heard by the players. This behavior may warrant the director to eject the spectator from the premises.

**Participation in Fund-Raising:** Fund-raising projects are subject to state law. Non-profit status may be obtained from the IRS. Fund-raising is the responsibility of all parent boosters. All parents that have a child in the chess team are expected to donate their time and effort to generate funds for the team. Parents are expected to help in all areas of fund-raising. Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school. All funds are to be used to support the Chess Program.



# APPENDICES



Brownsville ISD  
031901

CH

PURCHASING AND ACQUISITION

(LOCAL)

CH(LOCAL)-X

DATE ISSUED: 9/7/2007

LDU 2007.08

PURCHASING AUTHORITY	The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$25,000 or more, which is not acquired using one of the procurement methods outlined in Education Code 44.031, including the exemptions of produce or vehicle fuel, shall require Board approval before a transaction may take place.
PURCHASING METHOD	The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH (LEGAL).
COMPETITIVE BIDDING	If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered. The District may reject any and all bids.
COMPETITIVE SEALED PROPOSALS	If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened. The District may reject any and all proposals.
RESPONSIBILITY FOR DEBTS	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.
PURCHASE COMMITMENTS	All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.
PERSONAL PURCHASES	District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

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RELATIONS WITH PARENT ORGANIZATIONS

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ADOPTED

PURCHASES FOR THE SCHOOL	<p>Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the Superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment</p>
PARENT-TEACHER ORGANIZATION	<p>The Board recognizes the valuable services performed by the parent-teacher organization and its state and local divisions as a representative agency whose objectives are to:</p> <ol style="list-style-type: none"> <li>1. Promote the welfare of children and youth in home, school, church, and community.</li> <li>2. Raise the standards of home life.</li> <li>3. Secure adequate laws for the care and protection of children and youth.</li> <li>4. Bring into closer relations the home and the school that parents and teachers may cooperate intelligently in the training of the child.</li> <li>5. Develop between educators and the general public united efforts to secure the highest advantages in physical, mental, social, and spiritual education for every student.</li> </ol> <p>The Board further suggests that the Brownsville City Council Parent-Teacher Organization and groups with whom they cooperate maintain a close liaison with the Board, administration, and staff and an awareness of established District policies.</p>
FORMATION OF ORGANIZATIONS	<p>All booster and parent organizations must obtain a unique tax identification number on Form SS-4, Application for Employer Identification Number (EIN). Such organizations may not use the District's tax identification number.</p> <p>All PTAs, PTOs, and booster clubs should:</p> <ol style="list-style-type: none"> <li>1. Obtain federal tax-exempt status as a public 501(c)(3) charitable organization by applying on Form 1023, Application for Recognition of Exemption Under Section 501(c)(3), and obtaining a Letter of Determination from the Internal Revenue Services (IRS) that states the organization is tax-exempt from federal taxes.</li> </ol> <p>If an organization is new, the organization should apply for and receive its tax-exempt status from the IRS within one year from the date the organization's constitution and bylaws are adopted.</p> <p>If an organization loses its public 501(c)(3) tax-exempt status or if this tax-exempt status expires, the organization should take the necessary steps to regain the tax-exempt status within one year from the date of notification from the IRS of the loss of exemption or within one year from the tax-exempt expiration date.</p> <ol style="list-style-type: none"> <li>2. Submit the organization's EIN and a copy of the IRS's Letter of Determination to the District's internal auditor.</li> </ol>

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ANNUAL FILING REQUIREMENTS	Every PTA, PTO, and Booster organization exempt from federal income tax under section 501 (a) is required to determine the necessity of filing an annual Form 990, Return of Organization Exempt from Income Tax. If the organization does not have gross receipts during a year totaling more than \$25,000, the organization does not have an annual filing requirement.
LIAISON	<p>The designated faculty sponsor of a student activity area shall serve as the liaison, under the supervision of the principal, between a parent group formed in connection with a student activity and the District.</p> <p>The designated faculty sponsor acting as the liaison shall:</p> <ol style="list-style-type: none"> <li>1. Approve all student- or school-related activities of such organizations;</li> <li>2. Work with the organizations to establish approved goals and student support activities for the respective organizations;</li> <li>3. Assist in setting the budgets of such organizations and ensuring that expenditures of such organizations are in direct support of the goals of the designated programs;</li> <li>4. File lists of officers of the respective organizations with the school principal at the beginning of each school year, and revise such lists as officers change during the school year; and</li> </ol> <p>File lists of organization activities for the coming year with the principal at a date established by the principal. Additional activities should be submitted at least 30 days prior to the event, to aid in the development of the master calendar for the school.</p>
AUTHORIZED SIGNER	<p>No District employee shall be an authorized signer for the bank account of a PTA, PTO, or booster club without appropriate written approval.</p> <p>Written approval must be received from the employee's principal or designee, the principal or designee where the organization is located, and the area assistant superintendent; however, no exception shall be made for the designated faculty sponsor who serves as a liaison between the parent group and the District, as well as, principals, principals' secretaries, and bookkeepers. This written approval must be kept on file with the District's internal auditor.</p>

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<p>FUNDRAISING</p>	<p>All community and school support organization fund-raising efforts shall fall within federal, state, and District guidelines and shall be for the purpose of supporting the school program or group activity for which the organization was formed. [See GKB]</p> <p>According to the IRS, revenues generated from fund-raising activities by tax-exempt organizations should benefit the organization, the sponsored student group, or student activity area as a whole, not individuals. Therefore, individual accounts that credit individuals for their fund-raising efforts may not be used.</p> <p>All members of the organization must receive an equal opportunity to benefit from the fund-raising activities, regardless of whether or not a person participated in the fund-raising activities.</p> <p>In addition, according to the IRS, tax-exempt organizations may not require people to participate in fund-raisers. Benefits given by a parent organization cannot be distributed based on participation in a fund-raiser or based on revenues individually generated in a fund-raiser. Therefore, a person cannot be denied the opportunity to receive a benefit because of lack of participation in a fund-raiser or because a specified amount of revenue was not raised.</p> <p>Careful considerations should be given to limiting the number of major fundraising activities involving students. All such activities require the approval of the designated sponsor(s) and the principal.</p>
<p>FINANCIAL HARDSHIP</p>	<p>An organization may establish written criteria for giving certain benefits to an individual with a financial hardship. If a student meets the written criteria, the student may then receive a benefit that others do not receive. Such a benefit is an approved exception by the IRS to having all members receive an equal opportunity to benefit from fund-raising activities. The criteria for financial hardship should not change to allow a particular individual to meet the criteria. The financial hardship criteria should be applied consistently to all recipients, and the criteria must be established prior to a financial hardship situation arising. In the event that students pay a designated amount to attend a trip, a student who meets the financial hardship criteria may have the full amount of his or her trip paid by the organization.</p>
<p>NOTICE OF FUND- RAISING ACTIVITIES</p>	<p>A parent or community organization desiring to conduct a fund-raising activity for a school shall submit the following information to the campus principal at least 30 days prior to the event.</p> <ol style="list-style-type: none"> <li>1. Purpose of the fund-raiser.</li> <li>2. Type of fund-raising activity (i.e., candy sale, etc.).</li> <li>3. Date, time, and place of the activity.</li> <li>4. Name of sponsoring organization.</li> <li>5. Name of the person or people who will be handling the money for the fund-raiser.</li> </ol>

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BONFIRES	Bonfires are prohibited.
BOOSTER ORGANIZATIONS	<ol style="list-style-type: none"> <li>1. School-related booster organizations shall organize and function in a way that is consistent with the District's philosophy and objectives and in accordance with Board policies and UIL guidelines, as applicable. District booster clubs shall:</li> <li>2. Be voluntary and provide unified support for student activities of the school.</li> <li>3. Be limited to a single club or organization for each area of student activity, i.e., athletics, band, choir, dance team.</li> <li>4. Encourage involvement by all parents of students participating in the supported activity.</li> <li>5. Use school facilities only with the prior approval of the principal or designee, in accordance with policy GKD.</li> <li>6. Not be involved in decision or policy-making activities for a student group.</li> <li>7. Have no authority in directing or influencing District employees in the administration of duties.</li> <li>8. Comply with all UIL guidelines.</li> <li>9. Comply with administrative regulations and Board policy when offering money or gifts to the District [see CDC].</li> <li>10. Submit a copy of current adopted bylaws and operating procedures to the principal.</li> <li>11. Prepare a written financial report of actual revenues and expenditures for the school year. The treasurer of the booster club should prepare the financial report.</li> <li>12. Have an organizational review committee conduct an annual review of the organization's financial report and the related financial activity for the school year and prepare a written report communicating the results of the committee's review to the organization. Submit the annual financial report and the review committee's report to the school principal and to the District's internal auditor by the beginning of each year.</li> <li>13. Pay all taxes and other debts incurred by the organization.</li> <li>14. Issue receipts for all money received.</li> </ol>