

# 2018 Washington State Elementary Chess

Please volunteer to help make the 2018 WA State Chess Championship a success!

Volunteers will be provided with a T-shirt (please specify size) light meal (e.g., slice of Subway sandwich or pizza, and soda or water).

Created by:	JR	Julie Robertson		
Date (mm/dd/yyyy)	Location	Time (PST)		
04/20/2018 (Fri.)	TRAC Facility	1:00pm - 3:00pm	<b>Set up tournament (6)</b> Set up computers, printers, print number tents, cut and fold number tents.	
		3:00pm - 5:00pm	<b>Set up tournament (12)</b> Set up chess boards, sets, and staple and place number tents, clocks, trophy display.	
			<b>Set up team tables (10)</b> Set up number tents, maps, information booth, lost and found/first aid booth.	
04/21/2018 (Sat.)	TRAC Facility Parking Lot	7:00am - 8:30am	<b>Parking Lot Organizer/Leader (1)</b> Prior to event work with TRAC and obtain safety gear for volunteers and organize volunteers to direct traffic	
			<b>Parking Lot Aide (8)</b> Direct traffic to parking spaces	
	TRAC Facility Info Desk	7:30am - 11:30am	<b>Information/First Aid (4)</b> Man information booth, first aid/lost and found booth.	
	TRAC Facility Room of Play	9:00am - 1:00pm		<b>Score keeper (10)</b> Record players' scores and provide to pairings room
				<b>Skilled Judge (8)</b> Judge and solve illegal move problems, touch rules, player complaints, and review K-3 games at finish.
				<b>Judge (22)</b> Assist skilled judges, 50 move count, and review K-3 games at finish.
		12:30pm - 4:30pm		<b>Score keeper (10)</b> Record players' scores and provide to pairings room
			<b>Skilled Judge (8)</b> Judge and solve illegal move problems, touch rules, player complaints, and review K-3 games at finish	
			<b>Judge (22)</b> Assist skilled judges, 50 move count, and review K-3 games at finish.	
		TRAC Facility	2:30pm - 4:30pm	<b>Coaches' meeting assistant (4)</b> Announce coaches meeting, get coaches seated, assist with audio visual equipment.
				<b>Coaches' meeting Ushers (2)</b>
				Seat the coaches and request unruly coaches meeting participants to settle down or be excused.
			<b>Coaches' meeting emcee</b> Run the meeting announcing agenda, introducing bids and counting votes.	
			3:00pm - 4:00pm	<b>Close out</b> Pick up remaining computers and chess equipment and return to storage.
	3:30pm - 5:00pm		<b>Trophy assistant (8)</b> Provide participant, 3.0-, and 3.5-point trophies to the score keepers as players report their scores. Handle exceptions for 4.0- and 4.5-point trophies for those who must leave early.	
	4:30pm - 5:30pm		<b>Trophy assistant (4)</b> During the presentation of team and 4.0 to 5.0 trophies assist with score sheets and	
			<b>Clean up (20)</b> Clean up and put away chess boards, sets, clocks, tables, chairs. Find and submit lost and found items.	
	4:30pm - 6:30pm		<b>Lost and found (4)</b> Create an excel spreadsheet of items, and when identifiable text or call the phone associated with the owner (i.e., item left at a board can be traced to player then to phone number).	
	5:00pm - 6:00pm		<b>Exit assistant (12)</b> Remind people of lost and found items, hold up signs for lost and found, and have cell phone communication with lost and found booth. Recruit cleanup help, direct exit traffic,	
	5:30pm - 6:30pm	<b>Cleanup verification (4)</b> Walk through, assure items are picked up (extra pens, papers, number tents, advertisements, garbage), and dispose or return to lost and found.		
		<b>Truck driver (3)</b> Deliver chess sets and boards to storage unit.		
04/22/2018 (Sun.)	On Line from home	12:00pm - 6:00pm	<b>Prepare thank you notes (2)</b> Prepare thank you cards/type and send email messages of thanks.	