



International Correspondence Chess Federation

ICCF Outline of Duties

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The Management Committee (MC) of ICCF comprises the Executive Board (EB) members and the Commissioners.

1. Executive Board:

The composition of the Executive Board is defined by the ICCF Statutes:

- President
- General Secretary
- Finance Director
- World Tournament Director
- Marketing Director,
- Services Director
- Zonal Directors

If an Executive Board member, or any ICCF official, clearly fails to fulfill his/her duties according to the Outline of Duties, and with the agreement of at least two-thirds of the Executive Board, the President is authorised to dismiss that officer and to initiate the election processes. Any officer who has been dismissed may lodge a complaint of unfair dismissal to the Arbitration Commission within 14 days of receiving notice of dismissal.

2. Commissioners:

- Rules Commissioner
- Ratings Commissioner
- Qualifications Commissioner
- Webmaster
- Title Tournament Commissioner
- Non-Title Tournament Commissioner
- Direct Entry Commissioner

The need for Commissioners and their appointment is the responsibility of the Executive Board with appointments being subject to ratification, as necessary, by the Congress. Commissioners carry out functional responsibilities, subject to overall scrutiny by Executive Board/Congress. The prior authorisation of a Congress is not required for the Executive Board to vary the numbers or designations of Commissioners appointed.

3. Head of Standing Committees:

In addition to the Management Committee members enumerated above, there can be ICCF Committees that serve on an ongoing basis, and do not exist simply to address a single time-limited project. The head of these committees have specific duties.

- Chair, Tournament Director Committee

4. Executive Board Members

4.1. President

- Represent ICCF officially as its principal liaison officer with all external organisations and bodies (including FIDE), and be its legal representative. Empowered to delegate this representation to other EB members and / or ICCF officials, if appropriate.
- Preside over the meetings of Congress and of the Management Committee (MC). Ensure that decisions taken by ICCF, or on behalf of ICCF, are executed and that its organisation operates effectively.
- Be responsible for the strategic and financial planning of ICCF, including authorisation of sponsorship and major expenditure, including ICCF assets and prizes.
- Where not otherwise stated specifically in EB and MC members outline duties, provide general direction to ICCF Commissioners and other officials, to ensure that ICCF policies and decisions are properly implemented.
- Allocate specific duties to ICCF officials, where not otherwise delegated, authorise all new senior appointments and make temporary appointments, should these be necessary.

4.2. General Secretary

- Be responsible for progressing membership enquiries and applications and conduct of the general business of ICCF, including official correspondence, referring to other EB members and officials, as appropriate.
- Be responsible for the distribution of pre meeting documents for ICCF Congresses and other meetings and for the preparation and distribution of accurate minutes and documents relating to decisions taken during congresses and meetings.

- Ensure that all ICCF address and distribution lists are updated promptly, including those on websites.
- Be responsible for the maintenance of all ICCF records and archives, including these on web sites.
- Be responsible for development strategy concerning ICCF communication channels, according to policy agreed with Congress and in consultation with appropriate EB members.
- Be responsible for arranging for the printing and distribution of all ICCF promotional documentation and publications, in conjunction with the Marketing Director and other officials, as appropriate.
- Empowered to appoint assistants (Secretaries & Archivists) to help with his/her work, with consent of the EB.
- Nominate a deputy to act in his / her absence should he be unable to fulfil his/her duties.

4.3. Finance Director

- Be responsible for all financial matters of ICCF, except those as referred to in the President's duties.
- Prepare Annual Accounts and Schedules and submit them to the Auditor for audit, at least 2 months before the meeting of the Congress.
- Present the audited accounts and make financial recommendations to Congress, including those concerning unpaid fees, levels of membership and tournament fees and other important items of income and expenditure.
- Be responsible for arranging for the security and control of all ICCF banking arrangements, direct entry payments and all assets, including their valuation.
- Empowered to appoint assistants (Treasurers) to help with this work, with the consent of EB.
- Nominate a deputy to act in his/her absence should he be unable to fulfill his/her duties.

4.4. World Tournament Director

- Be responsible for coordination and scheduling of all ICCF organised tournaments (inc. World Cups and Zonal events).
- Be overall responsible for all ICCF Tournament Offices and in consultation with Zonal Directors for zonal tournaments.
- Be responsible for keeping records of withdrawals and suspended players.
- Be responsible for the receipt of applications, monitoring and approval of all international invitation and open tournaments organised by Member Organisations, and reporting of approved events for ratification by Congress.
- Oversee and set up Title Tournaments (World Championships, Olympiads), including approval of announcements and starting notices, player title tournament eligibility and player databases.
- Provide general direction to Rules Commissioner, the Title Tournament Commissioner and the Non-Title Tournament Commissioner.
- In consultation with the President, appoint and dismiss Tournament Controllers and Directors and ensure the efficient organisation, controlling standards and training of Tournament Controllers and Directors. This includes maintaining an appropriate set of ICCF adjudicators. This also includes having the authority to overrule a TD pertaining to (a) any type of player withdrawal that was recorded improperly or should have been recorded when it was not and/or (b) any TD-related organizational procedure that was enacted properly.
- Act as Chairman of the Disciplinary Committee.
- Nominate a deputy to act in his/her absence should he be unable to fulfill his/her duties.

4.5. Marketing Director

- Create strategies for marketing and promoting ICCF more effectively worldwide.
- Co-ordinate the development and promotion of international correspondence chess via the Internet, with EB members and other appropriate officials.
- Develop Marketing documentation on ICCF tournaments and services for use by other Directors and media outlets both via WWW and printed material, coordinating appropriately with other ICCF officials.

- Consider and develop ideas which could improve the visibility and credibility of ICCF with all chess players. Provide direction to the Press Officer and Public Relations official(s) etc.
- In consultation with the General Secretary, arrange for the production of attractive and informative material for use in the encouragement of potential new member organisations.
- In consultation with EB members, particularly the World Tournaments Director, produce attractive documentation for obtaining new sponsors for ICCF.
- Be responsible for the work of the editor-in-chief of the ICCF Amici Web Magazine and act as a member of its Editorial Board.
- Nominate a deputy to act in his/her absence should he be unable to fulfill his/her duties.

4.6. Services Director

- Be responsible for the direction, monitoring and enhancement of all ICCF services, in consultation with the President, other EB members and Commissioners, as appropriate.
- Be responsible for the ongoing use and enhancement of Internet facilities and operate as "Liaison Officer" for all WWW activities, including actuality and functionality of ICCF website(s), including games online/downloading facilities etc.
- Provide general direction to the Qualifications Commissioner, Direct Entry Commissioner, Ratings Commissioner, Webmaster, and the provision of all ICCF services.
- Nominate a deputy to act in his/her absence should he be unable to fulfill his/her duties.

4.7. Zonal Directors (not more than 4)

- The management of each Zone is assigned to a Zonal Director who is responsible for coordinating activities of the member organisations in the Zone.
- The Zonal Director will coordinate with other members of the EB and be responsible for appointing and monitoring Tournament Offices and Tournament Directors in the Zone, to ensure consistency with ICCF tournament policies and standards.

- Represent to the best of his/her ability, the interests of the ICCF within the Zone and those of the Zone within ICCF, without impinging on the rights and duties of member federations or their respective official delegates.
- Actively consider and initiate the promotion and development of CC in all its forms throughout the Zone, in conjunction with the General Secretary, particularly in those countries which are relatively inactive or do not have a CC organisation. Produce plans, arrange actions and monitor outcomes of promotional campaigns/programmes as agreed with the ICCF President and/or members of the EB, as appropriate.
- Be responsible for arranging nominations and elections of Zonal Directors.
- Immediately after his/her election, nominate a deputy to act in his/her absence should he/she be unable to fulfill his/her duties.

5. Commissioners:

5.1. Rules Commissioner

- In accordance with overall ICCF rules strategies and priorities, as agreed with the Services Director, be responsible for reviews, updating and presentation of all ICCF rules and guidelines, including WWW updating.
- Under the general direction of the World Tournament Director, operate as Chairperson of Rules Commission(s) dealing with all playing and tournament rules matters and ensure that the necessary work is carried out.
- Co-ordinate with the Ratings and Qualifications Commissioners on rules matters within their jurisdiction.
- Maintain contact with the chairperson(s) of the Appeal Commission(s) to be aware of issues concerning rules which may require consideration and amendment of ICCF rules.
- Receive suggestions and proposals for possible improvements, clarifications and guidelines for all ICCF rules from players, officials and member federations. Arrange for these to be considered by respective Commissions and make recommendations to the Services Director, Executive Board and Congress, as appropriate. (See note at the asterisk at the end of this document concerning rule clarification procedures.)
- Provide general direction to the TD Committee Chairperson

- Nominate a deputy to act in his/her absence should he/she be unable to fulfill his/her duties.

5.2. Ratings Commissioner

- In accordance with overall ICCF ratings policies and priorities, as agreed with the Services Director, be responsible for the calculation, preparation and publication of all official ICCF ratings and rating information.
- Ensure that the ICCF rating system is updated and developed to meet the needs and aspirations of all CC players and that regular validation checks are carried out to ensure the accuracy and integrity of the system. This includes having the authority to overrule a TD pertaining to any recording of a game result when that recording was not in keeping with rules and/or proper procedures; or any other TD ruling that is viewed as affecting the ICCF rating system.
- Work closely in collaboration with member federations, tournament offices and all ICCF officials to ensure that information and results are provided for all tournaments eligible for inclusion in the ICCF Rating System.
- Consider and propose ways by which ICCF ratings services could be further enhanced for benefit of players.
- Nominate a deputy to act in his / her absence should he/she be unable to fulfill his/her duties.

5.3. Qualifications Commissioner

- In accordance with overall ICCF qualifications policies and priorities, as agreed with the Services Director, be responsible for the verification of all applications for official CC titles as required by current rules and that their award is in accordance with ICCF rules and/or decisions of the ICCF Congress.
- Arrange for the preparation of all title and title norm recommendations to the ICCF Congress and arrange for the appropriate medals and certificates to be prepared for presentation to the winners or member federation delegates at ICCF Congresses.
- Consider and propose ways by which the ICCF qualification rules and regulations could be further improved or developed, encouraging member federations, officials and players to submit suggestions for improvements.
- Nominate a deputy to act in his / her absence should he/she be unable to fulfill his/her duties.

5.4. Webmaster

Accountable to the ICCF Services Director (for technical issues) and the ICCF Marketing Director (for content issues)

- Overall responsibility for maintaining website content, including but not limited to:
 - o Maintaining the nation and zone descriptions
 - o Maintaining the officials contacts page
 - o Soliciting and editing articles which may be of interest to correspondence chess players
- Overall responsibility for providing timely news and announcements
- To provide support to other ICCF officials who provide website content (e.g. Marketing Director, Games Archivist, etc.)
- To participate in the ICCF helpdesk team, responding specifically to enquiries regarding website content
- To coordinate translations of content pages where appropriate
- Nominate a deputy to act in his/her absence should he be unable to fulfill his/her duties.

5.5. Title Tournament Commissioner

- In accordance with overall ICCF tournament strategies and timescales, as agreed with the World Tournaments Director, be responsible for the planning, announcement, publicity and administrative arrangements for all ICCF World Title Tournaments, encouraging support and participation of leading and stronger CC players.
- Develop and maintain a comprehensive database of qualifiers for further stages of all title tournaments, especially World Individual Championships for all forms of transmission
- Be the focal point for receiving and efficiently processing all entries for all ICCF World Title tournaments, including timely preparation of summaries/statistics biannually (at end of June and end of December each year).
- Arrange the setting up of all World Title Tournaments, according to ICCF principles and rules. Produce tournament start lists and dispatch to respective players and to the nominated Tournament Director(s).
- In the event of an appeal from any player in a tournament under his/her jurisdiction, liaise with the appropriate TD to ensure that all relevant information and

documentation is gathered and forwarded promptly to the appropriate ICCF Appeals Committee, for its decision.

- Be responsible for ensuring that all Tournament Directors within his/her jurisdiction, act correctly and efficiently
- Monitor the efficiency of all Tournament Directors to obtain game scores before recording results and that copies of such are provided to or as directed by the ICCF Archivist.
- Propose scheduling of future ICCF title tournaments, consider possible revisions or additions to the range of title tournaments offered and make appropriate recommendations to the World Tournament Director.
- Nominate a deputy to act in his/her absence should he be unable to fulfill his/her duties.

5.6. Non-Title Tournament Commissioner

- In accordance with overall ICCF tournament strategies and timescales, as agreed with the World Tournaments Director, be responsible for the planning, announcement, publicity and administrative arrangements for all ICCF World non-title tournaments as World Cups, ICCF League, promotion tournaments, thematic tournaments and other ICCF special tournaments other than World Championships, Olympiads, Grandmaster Norm and Master Norm tournaments.
- Ensure receiving and efficiently processing of entries for all ICCF non-title tournaments, including timely preparation of summaries/statistics biannually (at end of June and end of December each year).
- Arrange the setting up of all World non-title tournaments, according to ICCF principles and rules, including liaison with the ICCF Qualifications Commissioner regarding title norms.
- In the event of an appeal from any player in a tournament under his / her jurisdiction, liaise with the appropriate TD to ensure that all relevant information and documentation is gathered and forwarded promptly to the appropriate ICCF Appeals Committee, for its decision.
- Be responsible for ensuring that all Tournament Directors within his/her jurisdiction, act correctly and efficiently,.
- Monitor the efficiency of all Tournament Directors to obtain game scores before recording results and that copies of such are provided to or as directed by the ICCF Archivist.

- Propose scheduling of future ICCF non-title tournaments, consider possible revisions or additions to the range of non-title tournaments offered and make appropriate recommendations to the World Tournaments Director.
- Nominate a deputy to act in his/her absence should he be unable to fulfill his/her duties.

5.7. Direct Entry Commissioner

- Process Direct Entry applications, credit Member Federation accounts, and communicate all DE activity to the Services Director, respective Tournament Organizer, and Federation Delegates.
- As often the first point of contact with ICCF, act as ambassador for ICCF, educate and direct new players to particular functionality or referral to appropriate ICCF officials.
- Maintain the list of tournament fees in the webserver “New Entries” section and updates DE tournament fees at least monthly to account for currency exchange fluctuations.
- Assist Tournament Organizers in (a) creating tournament announcements, (b) organizing tournament information and registration in the webserver (Examples: ICCF League, World Cup, Veterans World Cup, Money Prize Tournament , etc.), and (c) determining eligibility of entries submitted for those events which are either restricted or which have qualification requirements and also screen entries for those players currently on the ICCF suspension list
- Maintain the ICCF Direct Entry PayPal account system. Provide monthly and annual financial reports to the Financial Director, Auditor, and members of the Executive Board.
- Nominate a deputy to act in his/her absence should he be unable to fulfill his/her duties

6. Head of Standing Committees:

6.1. Chair, Tournament Director Committee

- Maintain current Tournament Director Manuals (TDMs) that are congruent with all other ICCF rules and procedures. The Chair of the Tournament Director Committee (TDC) submits changes, additions, and deletions to these

manuals to the Congress for approval. (See note at the asterisk at the end of this document concerning rule clarification procedures allowed for the Chair of the TDC.)

- Develop and maintain training for TDs including the “Tournament Director’s Manual review test” to ensure that all TDs have become familiar with the latest manual pertaining to TD rules and procedures. This includes monitoring and reporting to Congress on the occasions when either the World Tournament Director or the Ratings Commissioner have overruled a TD due to TD error.
- Make proposals to Congress for changes in rules and procedures related to how TDs conduct ICCF tournaments, both to keep up with technological advances and simply to reflect solutions to newly discovered issues.
- Ensure that all approved ICCF adjudicators are instructed about proper adjudication procedures.

* Rule clarification procedure as determined by Congress 2015: The Chair of the Tournament Director Committee (TDC) and the Rules Commissioner (RC) are allowed to propose certain types of changes to existing ICCF documents and effectively make those changes once reviewed and approved by the Executive Board (EB) without specific prior Congress approval. The only types of changes either of these people are allowed to make are the following:

- when automation (through the server) has changed the procedure for accomplishing something as compared to how a (now outdated) segment of a document states the procedure should be accomplished;
- when any error is found in any ICCF document, as compared to what was intended at the time the entry was made;
- when the purpose is solely to clarify a portion of a document if a portion has been found to be insufficiently clear (that is, either being open to two different interpretations or lacking in detail in describing what is required); and
- when the purpose is to remedy a conflict between two documents, or segments of the same document (such conflicts most typically occurring when one document is updated and not all other documents were updated in concordance). When addressing such a conflict, the determination of which entry (between conflicting ones) to favor will be either (i) the newer entry (if it can be determined which entry is newer than the other(s)) or, if relative newness cannot be determined, then (ii) from a poll by the TDC Chair or RC of the Executive Board members that results in uniform agreement of everyone who responds to the poll within 2 weeks of its circulation. Without the fulfillment of either one of these options, any conflict of rules will still need to be resolved by the Congress and cannot be changed by the TDC Chair or RC.

Under no circumstance can either the TDC Chair or the RC make any change on his/her own to any existing document without the review and approval of the Executive Board, or where that change would constitute a new rule or procedure beyond the types listed above even with the review and approval of the Executive Board.

If and when the TDC Chair or the RC obtains the EB approval to make any change to any document, that official will inform everyone of relevance of the change. After that notification, the change will be considered in effect, without any Congress vote. Subsequent to that notification, anyone affected by the change who believes the change constitutes something beyond the above, such as being a new rule instead of simply a clarification, can file an appeal to the Appeals Committee (Other ICCF Rules) which will address the appeal in its usual manner.