

KCCA Club Team Captains' Good Practice Guide 2026-27 (v.4)

Things to do at the beginning of the season:

- If you expect to field junior players in your team, check your club guidance on safeguarding procedures.
- If your club has more than one team in a league, make sure that both you and the other captain know which players are in your squad for the Preliminary Round (group stage) of the competition.
- Make sure that you know how to amend the times on your club's digital clocks in the event of a time penalty being awarded.
- Make sure that you have an LMS log-on to input match results. Your club LMS "Owner" can add you as a "Match updater" and give you the correct permissions on LMS.

Things to do in the days before the match:

- Make sure that the players you select are on your club LMS Player List. You can ask your club LMS "Owner" to add players for you. New players may need an estimated rating (a Local or "L" rating) that will need to be agreed with the Tournament Secretary.
- You can check that your team meets the rating requirements by putting the draft team into the "Match Result" tab for the appropriate LMS fixture. You do not have to save the team when doing this. This is much better than calculating your team average on a spreadsheet or on paper, because the correct player ratings (including L ratings) will be on LMS.
- When selecting a team, be aware of the maximum and minimum ratings for the competition.
- If you're the away captain, contact the home captain several days before the match to check that they are expecting you. Captains contact details can be found at:
<https://lms.englishchess.org.uk/lms/index.php/organisation/1058/captains>

Things to do just before the match:

- If you're the home captain, provide a paper copy of the match team sheet. When filled in, put the match sheet in a place where all the players can see it. Ask the players to fill in their result when their game is complete, so that other players can make themselves aware of the current match position.
- If both captains input their teams on LMS before the match, this will ensure that all players are on the club player list, that players are placed in appropriate board order, and that the teams comply with the rating average for the competition.
- The home captain should make announcements before the match which, as a minimum, should cover:
 - o The time control for the game.
 - o A reminder to switch off mobile phones and any other electronic communication devices.
 - o A reminder not to leave the room during play with a mobile phone (even if switched off).
 - o A reminder that players must record moves until their time falls below 5 minutes.
 - o Where the toilets are.

During the match:

- In the Preliminary Round (the group stage) of the competition, the team captains jointly act as arbiters. This means that, if playing in the match, the captains may need to step away from their games to resolve a dispute.
- If there is a dispute during the match, the captains should seek to resolve it amicably and in accordance with the Laws of Chess and the KCCA tournament rules. A note should be added to the Match Result on LMS, briefly describing what occurred and the agreed (or disputed) resolution.

After the match:

- The home captain should update the match result on LMS, and the away captain should verify it. This is preferably done immediately after the match with both captains present.

General notes

Player ratings

- For the purposes of determining the team average for the match, the ECF September Standard Rating will be used (unless the player's rating has changed by more than 400 points during the course of the season, in which case the Tournament Secretary may intervene).
- However, for the purposes of board order during the match, players should be placed in order of current playing strength (i.e. latest ECF Standard Rating), although captains may vary board order if the difference between players is less than 75 rating points.
- Any player whose rating falls short of the team average limit by more than 400 rating points will be deemed to be 400 rating points below the limit (e.g. if the team average limit is 1550, but you wish to field a player rated 1000, you can still play them but their rating will count as if it were 1150).
- If your team reaches a semi-final or the final, the team line-up must be notified to the Tournament Secretary beforehand, so that he can verify the team mean rating complies with the prescribed limit for that competition.

Mobile phones and other devices

- Mobile phones and other electronic communication devices are permitted in the playing room, but must be turned off and either left on the table or in a bag.
- Electronic devices used purely for medical reasons are exempt, but the player must report these to the opposition captain before the start of the match.
- During a game no player may leave the playing area with a mobile phone or other device on their person or they will forfeit the game.
- If a phone or other communication device makes a noise, vibrates, or if it is clear in some other way that the phone is not turned off, the player may lose the game by default (unless no warning was given at the beginning of the match).
- Players are not permitted to wear headphones, or wireless / Bluetooth enabled in-ear devices (such as AirPods) during the game. Ear plugs are permitted.

Time Controls

- Each player will be given an initial time between 1:00 hour to 1:15 minutes, with variation depending on the time available at the venue. A 15 second increment will be added after each move from the first move.
- When a player's time falls below 5 minutes they will no longer be required to write their moves down even if subsequent time is gained with increments making it above 5 minutes.
- If a player is absent when the match begins, the opponent should start their clock. If the player does not arrive after 30 minutes the game is lost by default, unless a substitute is available.
- If a substitute is used, the clocks are not reset; the substitute starts with the amount of time that is shown on the absent player's clock.
- The captain can decide to use a substitute at any point *after* 15 minutes has passed on the absent player's clock, and *before* 30 minutes has passed on the absent player's clock.
- The substitute must not be played out of board order (i.e. the substitute's rating should not be more than 75 points higher than the board above them, and the substitute's rating must not mean that the team exceeds the average rating limit).

Illegal moves

- A first illegal move incurs a penalty of two minutes to be added to the opponent's clock. A second illegal move results in the loss of the game.
- Please make sure that you know how to adjust the clock to add extra time. If you are uncertain in any way about how to add the time, then write down the remaining time of both players before attempting to adjust the clock, just in case something goes wrong.
- An illegal move only occurs after a player has moved a piece AND pressed the clock. If the player has just touched the piece and not moved it, OR has touched the piece and moved, but NOT pressed the clock, then the captains (or arbiter) should give the player a warning and not a time penalty.

Tie-breaks

- In the event of a Semi-final / Final being tied then the following tie-breaks are applied:
 - A - Board count;** the board numbers on which each team won are added up, with draws being ignored. The team with the LOWEST total is the winner.
 - Examples;
 - Team A win on bds 1 and 2, boards 3 and 4 are drawn, Team B win on boards 5 and 6. Team A has a total of 3. Team B has a total of 11. Team A wins.
 - Team A win on bds 1 and 6, boards 3 and 5 are drawn, Team B win on boards 2 and 4. Team A has a total of 7. Team B has a total of 6. Team B wins.
 - Team A win on bds 1 and 6, boards 3 and 4 are drawn, Team B win on boards 2 and 5. Team A has a total of 7. Team B has a total of 7. Proceed to next tie-break.
 - B – Bottom board elimination;** if board count is tied then you entirely ignore the result of the lowest board on which there was a win and re-count match points. This will produce a winner unless all games are drawn.
 - Examples;
 - Team A win on bds 1 and 6, boards 3 and 4 are drawn, Team B win on boards 2 and 5. Team A has a total of 7. Team B has a total of 7. Board count is tied. The

lowest board which there was a win was board 6 (won by Team A). Team A loses that game point, meaning that Team B win 3-2 on game points.

- Team A win on bds 2 and 3, boards 5 and 6 are drawn, Team B win on boards 1 and 4. Team A has a total of 5. Team B has a total of 5. Board count is tied. The lowest board on which there was a win was board 4 (won by Team B). Team B loses that game point, meaning that Team A win 3-2 on game points.

C – Black on board 1; if all boards are drawn then the team that had Black on board 1 wins the match.

Offering a draw

- The correct procedure for offering a draw is; Player A makes a move on the board, then offers a draw verbally, then presses the clock. Player B then decides whether to accept the draw, or reject the offer of a draw.
- A draw offer may be rejected with a verbal response, or by playing a move on the board.
- However, any draw offer that is made outside of the correct procedure is still a valid draw offer if it is accepted by the opponent.
- When a draw has been offered this should be indicated with an 'equals' sign on the scoresheet next to the move of the player who offered the draw (e.g. 21.Nxf7=)
- Players should not repeatedly make draw offers (especially if there is nothing materially different about the position) as this can be considered as a deliberate distraction and penalised accordingly.

Miscellaneous

- Players should use only the scoresheets provided by the home team, and not use scorebooks (this can count as referring to notes).
- Players may ask their captain (or arbiter, where present) what the current match score is, but may not seek advice on whether to take a draw, or to play on for a win.
- Players whose games are finished should not use mobile phones in the same room as the continuing match.
- Players whose games are finished must not interfere, intervene, or comment upon in any games still in progress. If a player asks for assistance, it should only be provided by match captains (or arbiter).
- Players must not distract or annoy their opponent in any manner whatsoever. This includes fiddling with taken pieces, clicking pens, making noises, constantly fidgeting, and eating at the board.
- If a player knocks over their pieces, they must replace them on the correct squares on their own time, not in their opponent's time.
- Players should only adjust pieces in their own time. Only the player having the move may adjust one or more pieces of either colour, provided the player first announces their intention (for example by saying "I adjust" or "j'adoube" prior to each and every adjustment. If adjusting the opponents' pieces, it would be polite to say something like "I'm just going to adjust your piece because it is not properly on its square".
- Captains can find the FIDE Laws of Chess at:
<https://fide.com/FIDE/handbook/LawsOfChess.pdf>
- Captains can find KCC Tournament Rules at: <https://kentchess.org/rules/>