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**Subject:** Wisconsin Gradelevel Championships Fast Approaching  
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## Wisconsin Gradelevel Championships Fast Approaching

The Wisconsin Gradelevel Championships is scheduled for Saturday March 7. Details for awards, scholarships and divisions can be found on the flyer for the tournament on the registration page. This newsletters intent is to remind participants, parents and coaches of the deadlines for registrations and the volunteer needs.

### Deadlines

- Feb 15th: Entry fee is \$15 to this date, postmarked and on line.
- Feb 28: Entry fee is \$20 to this date, postmarked and on line.
- March 3: Last day to send entries by mail. Entry fee is \$25.
- March 5: Last day to enter on line. Entry fee is \$25.
- March 6: Can register on site Friday evening 5:00 to 7:00 pm Entry Fee is \$30.
- March 6: 9:00 pm. Goal is to have round 1 pairings posted on website.
- March 7:
  - 8:15 Doors open for seating and finding boards.
  - 8:30 Annoucements and opening ceremony
  - 8:45 Round 1 begins.

Volunteer Needs. If you can fill one of the position below please email [volunteer@wisconsinscholasticchess.org](mailto:volunteer@wisconsinscholasticchess.org) or call 262-573-5624.

WISCONSIN GRADE LEVEL CHAMPIONSHIPS

Volunteer Needs

## Friday MARCH 6

## **4:00 PM**

We need 10 - 15 people to help set up the tournament floor. This includes setting up tables, putting paper on tables, setting up boards and numbering boards. The more people we have the sooner it will get done.

## **5: 00 - 7:00 pm *Registration Table***

***Need one person at chess Control to take late registrations and to take names for the volunteer list.***

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# **Saturday March 7<sup>th</sup>**

## ***8:00 - 12:00 Chess Control/ Boards and T-Shirts.***

Name \_\_\_\_\_ Name \_\_\_\_\_

## **12 :00 - 3:00**

Name \_\_\_\_\_ Name \_\_\_\_\_

## **Floor TD's.**

1<sup>st</sup> set of floor Td's need to be on site at 8:00 am with paring sheets in hand to help students find their boards.

8:00 - Through Round 2

1) \_\_\_\_\_ 2)

\_\_\_\_\_

3) \_\_\_\_\_ 4)

\_\_\_\_\_

5) \_\_\_\_\_ 6)

\_\_\_\_\_

## Round 3, 4 and 5

1) \_\_\_\_\_ 2)

\_\_\_\_\_

3) \_\_\_\_\_ 4)

\_\_\_\_\_

5) \_\_\_\_\_ 6)

\_\_\_\_\_

### Score Keepers

Grades K-2 Rnds 1, 2 and 3 \_\_\_\_\_ Rnds 4 and 5

\_\_\_\_\_

Grades 3,4, Rnds 1, 2 and 3 \_\_\_\_\_ Rnds 4 and 5

\_\_\_\_\_

Grades 5,6,7,8 Rnds 1, 2 and 3 \_\_\_\_\_ Rnds 4 and 5

\_\_\_\_\_

**Posters** We need one person for each of the three colors of pairing sheets. These three people would report to the Td room as soon as each round is over to prepare for posting the next rounds pairings by taping the pairings in the pre-designated spots.

**Security.** We need 1, 2 or 3 people to circulate through out the day. Students are not to play or run in stairwells. Students are not allowed in stairwell by TD room. Students are to leave the playing room when match is completed. Students are not allowed in Mezzanine above the playing floor. This space is for parents and coaches. Coaches and parents are not allowed to speak to their students from the mezzanine floor

### High School Tournament Volunteers:

Need 2 - 3 people to direct high school tournament in the Community Room.

\_\_\_\_\_ /

\_\_\_\_\_

\_\_\_\_\_

# Award Ceremony

**Pre - Awards** Need Volunteers to display trophies Friday evening on appropriate tables. Also need a volunteer to print metallic labels for medals and apply them to medals.

## **During Award Ceremony,**

Need one person to select appropriate trophies and medals and give them to specific individuals at appropriate time. Medal winners in top 20 or 30<sup>th</sup> places will stand in a line on taped numbered to the floor. One person is needed with list of winners in hand verifying their name and getting them to stand behind the correct place. The medal "retriever " will then go down the line and hand out each medal. Guest of honor will follow shaking hands. This procedure will greatly increase the speed of the ceremony. Participant medals for those with out numbered medals will go to one of 3 different tables after the award ceremony. The person working at that table will ask the students name, verify name of grade list and give them a medal. Trophies will be passed out in the usual way. Names will be read off , they will come forward, receive the trophy from guest of honor, shake hands and then go to picture site. These procedures will greatly expedite the award ceremony.

## **Clean Up Crew.**

**This has always been one of our most difficult tasks to complete. Please stay and help.**

**1) Skittles Areas** Before Round 4 begins we will announce that the tables and chairs in the skittles area will be taken down during round 5. So students and parents can prepare and clean up their areas. We need at least 10 people to carry tables and chairs from the 2<sup>nd</sup> and 3<sup>rd</sup> floor atriums to the first floor storage area. This also goes for the tables and chairs in the kitchen hallway. One complaint from 2008 is that we did not wipe down table before putting them away. Need someone with spray cleaner and paper towels at appropriate time to make sure table are put away clean.

**2) Tournament Floor Tables.** As soon as Round 5 is over we need people to take tables down ( students will have cleared tables of boards and pieces.) And then orientate the chairs in rows directed toward the microphone. Table paper will be removed from tables at this time. At this time the three participants medal award tables will be set up on the opposite wall of the microphone.

**3) Tournament Floor Chairs** As soon as the award ceremony is over we need

everyone to carry their chairs to the appropriate carts in the corner by the kitchen hallway. Some of the chairs will be rented and some will belong to the Marion Center. Someone will need to be in charge of keeping these separate. Same for tables.

4) **Trash Crew** We need 3 to 4 people through out the day to empty trash cans, replace trash bags and take trash to dumpster. This is especially needed after the award ceremony.

## Kitchen Crew

Chairperson(s) Co-chairs

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Need two volunteers to work with Bob PS to plan menu and recruit volunteers to buy food items.

The co-chairs will oversee the management of the concessions and be responsible for directing volunteers.

### **Needed Volunteers are as follows:**

Friday March 6: Need 4 volunteers to set up the kitchen and organize food to be sold on Saturday Am.

1) \_\_\_\_\_ 2)  
\_\_\_\_\_

3) \_\_\_\_\_ 4)  
\_\_\_\_\_

## **Saturday. Need 4 volunteers every 2 hours to sell concessions.**

**8:00 - 10:00**

1) \_\_\_\_\_ 2)  
\_\_\_\_\_

3) \_\_\_\_\_ 4)  
\_\_\_\_\_

**10:00 - 12:00**

1) \_\_\_\_\_ 2)  
\_\_\_\_\_

3) \_\_\_\_\_ 4)  
\_\_\_\_\_

**12:00 - 2:00**

1) \_\_\_\_\_ 2)  
\_\_\_\_\_

3) \_\_\_\_\_ 4)  
\_\_\_\_\_

**2:00 - 4:00 Clean up and food disbursement.**

1) \_\_\_\_\_ 2)  
\_\_\_\_\_

3) \_\_\_\_\_ 4)  
\_\_\_\_\_

5) \_\_\_\_\_ 6)  
\_\_\_\_\_

7) \_\_\_\_\_ 8)  
\_\_\_\_\_