



## WEST COAST CHESS UNION

Motto: No matter if you're Black or White  
Registration number 182-418 NPO

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### STARTING OUT AS A CHESS CLUB

Any new Chess Club will need the following structure in order to become a member of the district chess federation (in this instance Chess West Coast). Here are some guidelines to help you start your new chess club.

For further information and advice on starting a chess club, please Lyndon Julies (0723908300) or Andre Lewaks (0817259339) or email [wccusecretary@gmail.com](mailto:wccusecretary@gmail.com)

#### 1. Club Constitution

- a) There are copies of Club Constitutions available upon request
- b) A Club Constitution should largely mirror that of the custodian district chess federation (in this instance that of Chess West Coast)
- c) This founding document should be tabled and accepted at a founding elective Annual General Meeting of the chess club
- d) Future Annual General Meetings, Ordinary General Meetings and Special General Meetings are guided by the Club Constitution

## **2. Elective Annual General Meeting**

- a) Notice of an Elective General Meeting, and the Agenda of the AGM should be circulated to prospective club members, preferably 30 days in advance of the meeting date
- b) Notice of the founding AGM should contain: Date and Time, Venue
- c) Notice of the Meeting should be read out at the start of the AGM
- d) The Agenda of the AGM should be to conduct the business of founding the Chess Club
- e) An Attendance Register should be circulated amongst members that attend the AGM for signing
- f) Four Executive Members to be elected at the Elective AGM:
  - i. President
  - ii. Deputy President
  - iii. General Secretary
  - iv. Treasurer
- g) Minutes of the Founding Elective AGM should be kept, and circulated to members for ratification and acceptance at the second Club AGM
- h) Copy of the minutes of the founding elective AGM should be forwarded as part of credentials in the event that the Chess Club wishes to affiliate with the custodian district chess federation (in this case, Chess West Coast)

## **3. Club Executive Committee**

- a) The Chess Club Constitution are upheld by its ordinary members and enforced by the Club Executive Committee
- b) The Club executive Committee consists of the President, Deputy President, general Secretary and any other co-opted members
- c) The Club Executive Committee manages operations, functions and calendar events of the Chess Club
- d) Elective AGMs are held biannually, in accordance with the Club Constitution
- e) The Club Executive Committee ensures the smooth running of the club, adherence to club regulations and FIDE chess regulations
- f) All Club meetings and federation meetings have to be attended by delegates serving on the Club Executive Committee
- g) Club Executive Committee details form part of club credentials forwarded to the district chess federation (in this instance, Chess West Coast)

#### **4. Club Playing Venue**

- a) It is the responsibility of every Chess Club to secure a safe, centrally located chess club playing venue
- b) The physical address and/or GPS coordinates of the Club Playing Venue should be reflected on the club letterhead and club website
- c) Conditions at the Club Playing Venue should by and large be conducive for Chess
- d) Most of the Club Calendar events should take place at the Club venue
- e) The Chess Club should sustain weekly or at least biweekly events at the Club Playing Venue
- f) Good locations for Club Playing Venues include
  - i. School, university or college premises
  - ii. libraries
  - iii. Community or church halls
- g) Club notices and the Club Calendar should be regularly updated and displayed at the Club Playing Venue Chess
- h) Club Playing Venue address forms part of club credentials forwarded to the district chess federation (in this instance, Chess West Coast)
- i) Chess equipment (boards, sets, clocks, books, demonstration boards) are best stored in a safe place at the Club Playing Venue, where possible.

#### **5. Club Bank Account**

- a) Club bank account should be opened in the name of the chess club
- b) Account number and banking details should be available
- c) Quarterly financial reports should be available to club members
- d) Banking details form part of club credentials forwarded to the district chess federation (in this instance, Chess West Coast).

#### **6. Club Membership**

- a) Membership included youth and adult players
- b) Members usually reside in the vicinity of the Club Playing Venue
- c) Youth players generally attend schools in the vicinity of the Club Playing Venue
- d) Membership entails
  - i. Annual club member registration
  - ii. Payment of annual club membership fee
  - iii. Regular participation in club events and attendance of club meetings
- e) The list of payed up club members should be kept up to date
- f) A comprehensive list of paid up club members containing contact details, DOBs and physical addresses form part of club credentials forwarded to the district chess federation (in this instance, Chess West Coast)

## **7. Club Letterhead**

- a) The club should draft a Chess Club Letterhead
- b) The letterhead should contain the club name, logo, emblem, physical address and contact details of the General Secretary
- c) A covering letter addressed to Chess West Coast providing these credentials and requesting membership to Chess West Coast should be submitted soon after the Chess Club's founding elective AGM

## **8. Club Events Calendar**

- a) Chess Club Events Calendar includes
  - i. Details of its AGM and OGMs
  - ii.** Club Chess Championship fixtures
  - iii.** Details of Chess West Coast Club League rounds
  - iv.** Details of district and provincial chess events
- b) The Club Events Calendar should be circulated to all members
- c) The Club Events Calendar should be posted up at the Club Playing Venue, on the Club Facebook page and /or Club website

## **9. Regional Affiliation**

- a) Once the Chess Club is founded at an Elective AGM, Chess Club credentials should be forwarded via email to the district federation, in this instance Chess West Coast
- b) Chess Club may seek affiliation to its district federation on condition that
  - i. Club credentials are tabled and accepted at a district federation AGM or OGM
  - ii.** district federation affiliation fees are paid
  - iii.** district federation individual membership (subscription) fees are paid

## **10. Club League Participation**

- a) The Chess Club should do its utmost to participate in district events, especially the annual district club league
- b) Club league participation entails entering one or more club teams in the league
- c)** this will require paying annual league participation fees

## **11. Club Website or Facebook page**

- a) It is advisable for a Chess Club to establish a Club Website and possibly a Facebook Page where events, contact details, news and results are posted and regularly updated.
- b) Chess Club regulations and code of conduct should be displayed and easily accessible to club members.