

VIRGINIA CHESS FEDERATION

To: Teams Using Rooms for the VA State Scholastic Chess Championships

SUBJECT: Team Room Agreement and Responsibilities

This document prescribes procedures that Teams must follow at all times during the 2016 VA Scholastic and College Chess Championships. Violations of this agreement is grounds for a Team to lose their room. Use of the room(s) is a privilege, it is not a right. The rooms belong to the High School, not to you or your team.

10 Team Room Rules to follow:

1. **Responsibility:** A responsible Adult must sign this form before the room will be released for Team use.
2. **Supervision:** Children younger than high school age must be supervised by an adult in the team room.
3. **Room Floor Plan:** If you move any furniture in the room you MUST restore it to its original position when you leave the room. We recommend you take a few pictures of the room before you move any furniture so you have a record of the “pre-tournament layout,” this will make it easier for you to reset the room.
4. **Classroom Equipment:** You may NOT use any of the teacher’s supplies or equipment. This includes, but is not limited to, pencils and pens, dry-erase markers, paper, tissue paper, trash bags, staplers, erasers, paper, etc. Many of these items were purchased BY THE TEACHERS, so DO NOT use them.
5. **Dry-erase Boards and Markers:** If you want to use the Dry Erase Boards to keep track of your team’s performance and make “team notes”, this is OK ... AS LONG AS YOU DO NOT ERASE ANY NOTES OR INFORMATION ALREADY ON THE BOARDS. You MUST bring and use your own non-permanent dry erase markers—not the school’s. Do not remove any items the teacher has affixed to the dry erase boards. DO NOT WRITE ON THE PROMETHEAN BOARDS!!
6. **Information Technology / Audio-visual Equipment / Projectors:** You may not use any of these items that are part of the room. Do not attach your laptop to the printer, and do not try to use the computers in the classroom. If there is a television in the room, DO NOT USE IT. If you want to use a Projector, you must use your own, to include the projection screen.
7. **Food & Drink:** These are allowed in the room, within reason. DO NOT place these items on the Teacher’s Desk or in some other area where a spill can damage school property or the Teacher’s own equipment. Please bring several large trash bags to hold used food and drink containers and other trash. When a trash bag is full, place it outside the team room for the custodial staff.
8. **If an Accident Occurs:** If an accident occurs in your room—e.g. a drink spills, a player gets sick, etc.—please notify the Tournament Director Room, or the Custodian if you see one in your area. You also may notify Mr. Deodato (Dino) Obregon, our Rock Ridge HS Faculty sponsor for the tournament.
9. **Your Property:** Although the school is a secure facility that is locked at night, DO NOT leave your team’s valuable items in the classroom overnight. If you have concerns about something being stolen, then don’t leave it in the room overnight. Rock Ridge High School or the VA Chess Federation are not responsible for items you leave in the room.
10. **School Facilities:** Ensure all players know to stay out of areas where they do not belong. An unlocked door does NOT mean “it is OK” to use that room or to be in that room. DO NOT USE ANY ROOM that is not part of your agreement.

I understand the terms of using this/these Team Room(s). I will ensure all Adults, Players and Children are aware of the rules for using our room.

Printed Name of Responsible Adult: _____, Cell Phone: _____

Signature of Responsible Adult: _____