

What is the purpose of this FAQ?

This FAQ provides you with an overview of ways to volunteer your time to the Club.

Why does the Club need volunteers?

The Club is a volunteer organization with no paid positions.

While the membership does elect a board of directors to represent the Club and set policies, it is the responsibility of the Club members to support and assist in the running of the Club.

What does volunteering mean?

Volunteering means you are offering your time and effort on behalf of the Club with no expectation of payment or remuneration.

When does the Club need volunteers?

Most volunteering is needed on Tuesdays but volunteering can be done even if you are not regularly present on Tuesdays. Time generally falls into one of the following groupings:

- **Tuesdays:** Occurs only on Tuesdays
- **Between Tuesdays**
- **Programs:** Some mix of the two above

What are quick things I can help with?

- Room Setup: Pre-game or at end of night
- Digital game boards: setup/takedown
- Neaten up tables, chairs, toss trash
- Greeter: Direct apparently new people to New Member Introduction or Registration

What are occasional things you need on-call?

- Guide for Chess Basics: Sit with people and explain notation, clocks, touch rules, and etiquette
- Guide for players new to the Club: Explain pairing chart, posting results, where things are, what to do next week, where to register next month

What are more intense things you need help with?

- New Member Introduction: Explain about the Club, rated chess, and completing Memberships
- Registration Desk: Assist in registering players

What are the most valuable volunteer activities?

- TDs (Tournament Directors): See our TD FAQ
- Computer pairings: Enter registrations into the pairing program and manage pairings

When does volunteering on Tuesdays occur?

Depending on the task, things generally fall into these three time ranges, with most in the Pre-Game zone.

- **Pre-Game: 6:00 PM to 7:30 PM**
- **Game Time: 7:30 PM to 11:30 PM**
- **Post Game: 11:30 PM to 12:00 PM**

What can I volunteer to do in the background?

The advantage of background tasks is that they can be done anywhere and generally on your own. Some tasks need to be done before the next Tuesday, some as on-call assistance but not usually in a great rush and others on your own timetable.

- Write Reviews: Books read, gear purchased
- Write Articles: Chess related reporting or stories
- Copy Edit: Read, revise or proofing content
- Games Archive: Assist in collecting and organizing games played at the Club
- News Letter: Prepare and gather for publishing
- Web Site: Assist in different aspects: weekly updates, design, coding

What can I volunteer to do for programs?

Programs are additional offerings by the Club which are created and executed by volunteers.

Below are some programs that rise and fall based on volunteers being available to staff them

- Group Class: Analysis and instruction
- Game Advice: Advice for members' games
- Book Study Group: Studying a particular book
- Summer Scholastic: Non-Tuesday night event

What are the benefits of volunteering?

- A feeling of satisfaction by giving back to the Club
- Knowing you are helping the Club's success
- Get to know the Club players and volunteers

What else should I consider before volunteering?

Some volunteering is more time consuming or stressful than others, especially on Tuesdays. There are aspects you should consider:

- If your role is fairly full time during Pre-game, you will have limited time to socialize freely, look at games, play warm-up games or personally prepare yourself to play.
- If you have a "high pressure" role such as any part of registration, you may find yourself "stressed" when you sit down to play. You will have had no time to relax or personally prepare to play. We warn you that your game may suffer and to not be surprised if it costs you "won" games.

Any final thoughts for me?

Please remember that everything you see being done at the Club or behind the scenes is being done by volunteers. The more volunteers we have the more the Club can do and the easier the tasks become.

Please consider "giving back" to the Club by helping as best you can. Even if you can't regularly volunteer, when you see an opportunity to assist someone at the Club, please take that moment to do what you can and lighten the load of the volunteers.

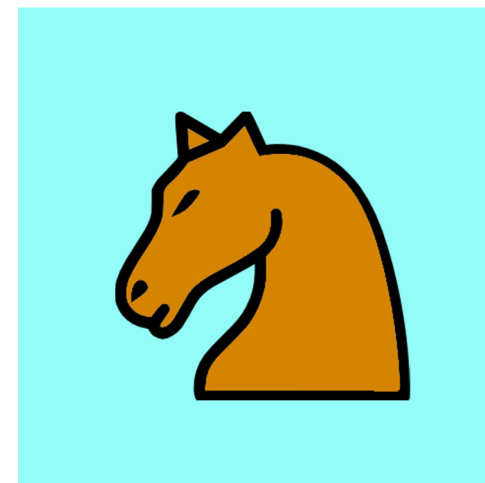


MetroWest Chess Club

Largest Chess Club in New England

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www.MetroWestChess.org