

Regional Tournament Directives

1. **Attend the Sites Hosts' meeting.** This will provide you with any new information such as rule changes and procedures that might have changed since the last time you hosted. If possible, bring to the meeting name, address, phone number, and e-mail address of the person who will be your head moderator.
2. Get a list of schools scheduled to compete at your site. This will be provided at the meeting. You may need to use a copy of the Activities Association Handbook to get school phone numbers.
3. Contact the schools assigned to your site to make sure these schools still have teams and will be able to compete on the assigned date. Please remind schools that every effort has been made to place teams in their conference area but they may have been shifted to insure no less than five or more than eight teams at any particular tournament site.
4. Give all contacted schools your phone number and e-mail address and get theirs. Weather has often been a problem and cause of postponements, so you may need home phone numbers to call and notify coaches of any changes.
5. Divide the number of confirmed schools by two to determine the number of rooms and moderators you will need.
6. Locate and reserve rooms. Most sites provide separate rooms for the Record-keeper and for a hospitality area for officials and other tournament workers.
7. Locate moderators and train them if necessary. Do not use parents of current quiz bowl team members participating at this level as moderators. Remember other schools assigned to your site may be able to provide moderators, so check with them if you're having difficulties. Provide these moderators with copies of the rules and guidelines for moderators (these are provided in this manual). Designate a head moderator, if you haven't already, and send this person's name, fax number, home and work phone number, & e-mail address, to Carolyn Shry as soon as possible.
8. If a team doesn't bring judge or scorekeepers, always have extra personnel on hand in case of these emergencies. Complete the form that shows violations for that team. These teams may be sanctioned from play at the next level or next year's play
9. Appoint a record-keeper. Provide a location for this person to work and provide him/her with a computer and the Excel spreadsheet. The record-keeper will also need copies of several forms (see the section on record keeping in this manual).
10. Send out letters to all the schools scheduled to compete at your site. Provide them with exact locations for the matches. (Maps are helpful.) Give the coaches a starting time and an approximate ending time. Let teams know about eating arrangements. Will you provide concessions? If not, what are the names of the local restaurants and their locations? Will you have a scheduled lunch break, etc.? Remind them to bring AAA eligibility forms, school signs, a buzzer system, a scorekeeper, and a judge, as well as a typed registration form listing up to 12 (twelve) team members. Urge them to review the rules with their teams before the tournament and bring their handbooks to the tournament. A sample letter is included in this manual.
11. Buy or locate a package of file folders and locate a copy machine. Create the following folders with these contents:
 - i. Game Scorekeepers Folder – one per room containing 12 -15 score sheets. (This includes some extras for coaches and fans in the room.) The scorekeeper for

each room should be instructed to write the word **official** on the score sheets to be turned in to the record-keeper for each game (or use a score sheet run off on colored paper). The **official** score sheets have the signatures of both coaches. Since each team must bring a scorekeeper, one of the two will keep the **official** score sheet. The other scorekeeper may be asked to call schools/names for the moderator or clear the buzzer systems. He/she may also keep an **unofficial** score sheet.

- ii. All-Tournament Scorekeeper Folder – one per room containing eight (8) All-Tournament score sheets and directions for keeping All-Tournament scores. (See forms and instructions in the manual).
 - iii. Judges' Folder – one folder per room containing a copy of the rules, the Judge's Guidelines, and eight- (8) challenge forms. These are also included in this manual.
 - iv. Record-keeping Folder – one folder containing **School Totals from All Game** sheets, **Team Results** forms for each team, blank **Tournament Bracket**, and a **Preliminary Playing Schedule**. He/She will receive all score sheets and All Tournament Team score sheets after each game and will store them in this file. (All of these forms/sheets are included in this manual).
 - v. Registration Folder – one folder containing extra **Registration Sign-in** sheets. The **AAA Eligibility** forms, which each team brings, will also be placed in this folder. After all members of all teams have registered, the folder is taken to the Record-keeper.
 - vi. Signs Folder—one folder containing signs for each playing room, registration desk, concessions, Record- keeping, hospitality, etc.
 - vii. Participating Schools Folder—one folder for each participating school with each folder containing eight (8) score sheets, several challenge forms, a playing schedule and blank tournament bracket.
12. Set up rooms by arranging furniture if necessary. Draw a diagram so you can reset the room as it was after you are finished for the day. Remember to put the teams backs to the audience and their coaches. Put out scratch paper and pencils. Do not put scratch paper on the team tables until immediately prior to the start of the game so that students will not have time to write down too much information or share their information.
13. Meet, greet, and register arriving teams and get someone familiar with their buzzer systems to set them up in the assigned rooms.
14. Coaches will draw for positions for their playing position on the Tournament Playing Schedule form **on the day of the tournament**. Teams will be playing a round robin format. All teams will play every other team and the winner will be determined based on win loss and head to head games with ties being broken by the tie breaker process found on the team records sheet. You will need some mechanism for drawing the appropriate number of letters for the number of teams coming to your site “out of a hat” at that meeting.
15. **For example**, if you have eight teams that have confirmed they are coming to your site, have copies of the 8-team Tournament Round Robin Bracket form ready to place the team names on as the coaches draw positions (1 thru 8) from your box/sack/whatever. Whoever draws number “1” will be placed in the “1” spot on the Tournament Round Robin form, whoever draws “2” will be placed in the “2” spot, and so on thru “9”. If a team has confirmed attendance but has not shown up yet at the time of your coaches meeting, assign someone to draw a letter for that school and place their name on the form. (Each game they are late for will count as a forfeit until they arrive.)

- a. As a precaution, site host should have available the next lower round robin bracket in case of two or more byes created by no shows.
- b. Meet with all teams and explain the location of the playing rooms and restrooms as well as any other information they might need including scheduled breaks. Issue a warning that inappropriate behavior or unsportsmanlike conduct on the part of teams, team members, or coaches may cause a team to be sanctioned or disqualified and that an individual team member or coach may be removed if warnings are not heeded. Parents or spectators may be removed from the tournament if they display unsportsmanlike behavior or are abusing the rules of play. Remind teams and spectators that we are guests of the facility and to assist us in keeping it clean and damage-free. Teams can be sanctioned or disqualified from the next level of competition for deliberate damage of facilities.
- c. Meet with judges and tell them their room assignments. Explain that one of them in each room will need to watch the questions closely to check for moderator mistakes and will need to indicate on the questions sheets which teams answered each question. The other judge in each room will function as the All-Tournament Team scorekeeper. Tell them the folders which contain the necessary information, rules, and forms are on the table in their assigned rooms.
- d. Meet with the scorekeepers. Tell them where the record-keeper will be located and instruct them to mark one score sheet as **official** after each match, secure each coaches' signature, and take it to the record-keeper. (See 10a above)
- e. Check with the record-keeper periodically to make sure all forms and score sheets are being sent and to make sure records are being kept correctly.
- f. All teams will play all day.
- g. Final placement will be based on win loss record and points per game average. Ties will be broken based on head to head competition, record against the top team, and then average points. Any team tied at this point will play a 5 question toss up play off. If a tie still exists a sudden death question format will be played. If any other situation develops call the tournament director for instructions.
- h. At the end of the tournament, take down the buzzer systems and return rooms to their normal configurations. You might also ask teams to help take down the buzzers and reset the furniture in the rooms.
- i. Award trophies and/or other awards to teams and players.
- j. After the tournament or the next school day, email the statewide tournament coordinator the completed bracket (Excel spreadsheet) with scores filled in for the tournament games.
- k. Finally, within the week, send the following items to the AGQBA tournament coordinator at the address given.
 - Completed bracket
 - All official score sheets and any challenges that occurred.
 - All-tournament Team score sheets
 - Student totals from all games sheets
 - All-tournament Team and MVP list sheet
 - Team Violations sheets
 - Team registration, AAA eligibility forms, and Team results sheets

- Receipts for reimbursement up to stated limits.

Return to: Sr. High Director/Jr. High Director

Senior High Tournament Director

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