

AGQBA Regional Tournament Host's Paperwork Checklist

Use this to make sure you have dealt with all of the forms that need to be sent to teams or to have on hand the day of the tournament.

- Tournament Mailing: to teams as soon as possible
- Maps-how to get to site, parking, meeting
- Teams and Playing Schedule: schedule of the day's events
- Reminder Letter: filled out with additional information for your site
- Clarification Memo if there are any new ones that have not been sent to all teams
- Typed registration form **and** AAA form

COMPETITION ROOMS

- Competition Room Checklist – one for each room
- Teams and Playing Schedule – one copy in each room
- Scoresheets – one official score sheet per room per game & several extras
One official copy for each match must be sent to AGQBA.
- Challenge and All Tournament Team Forms – have several in each room
Each written challenge presented to the judges must be sent to AGQBA.

TOURNAMENT RECORDS

- Teams and Playing Schedules – enlarge several copies to hang up
- Team Results – one per team. Should not be left accessible. **These will be sent in.**
- Bracket Placement – keep with Team Results
- Official Tournament Bracket **this will be sent in.**
- All Tournament Forms turned in for each match played preliminary and tournament
- AAA Coach Ejection Forms – Any official ejection of a coach must be documented and sent to AAA. **Copy to AGQBA.**

REGISTRATION

- Sign in sheet – copy Teams and Playing Schedule and check off teams as they arrive.
- Team Registration Form – **send these in with materials collected from teams.**
- Job Assignment Sheet
- Buzzers to Rooms Sheet
- Team Violations Form -- **send in any you collect**

TEAM PACKETS

- Teams and Playing Schedule
- Job Assignment Sheet – for judges
- Map of tournament site – if needed
- Tournament Bracket (unless you will copy it after it is filled in)
- Evaluation Form – site hosts may do an evaluation if desired. Return with packet to Tournament Director.

AGQBA Tournament Registration

On tournament day, each team needs to sign in & receive necessary information. Assign one or two workers to greet the teams & distribute the needed information.

They should have the following items at the registration table:

- ☒ Supplies: pens, folders, paperclips, markers & construction paper for team name signs, name tags (if you choose to use them), etc.
- ☒ “Job Assignment Sheet” listing where judges & scorekeepers work
- ☒ List of which buzzers go to which room, check off as they arrive. Runners to get the buzzers to the right room. *If a team forgets their buzzers, tell the tournament director **immediately** so they can make necessary adjustments*
- ☒ Teams & Playing Schedule sheet. Check off each team as they arrive.
- ☒ Team registration sheets. One for each team with the team name written in ahead of time. Have coaches, players, judges & scorekeepers sign in. (Typed registration form). **Each team should bring these with their names typed in.**

As team coaches sign in, ask them if they remembered these items:

- ☒ name signs for school & players (if not, direct them to supplies for making signs)
- ☒ AGQBA handbook with rules & clarifications including updates
- ☒ reference materials – reminder, these must be in the room with team
- ☒ judge & scorekeeper – look at “Job Assignment Sheet” to see where they go. *If a team does not have a judge & scorekeeper with them, tell the tournament director **immediately***
- ☒ **score sheets and challenge forms for the coach(es), and pencils for players**

As the team signs in, collect the following items:

- ☒ AAA certification form
- ☒ buzzers
- ☒ typed reg. form (additional items required by AGQBA)

Clip all forms for the team together & place in a folder. When registration is complete, give the folder to the tournament director or adult in charge of paperwork for the day.

Give the team a packet (folder or envelope) containing the following items:

- ☒ Teams & Playing Schedule
- ☒ Job Assignment Sheet
- ☒ Map of tournament site – if needed
- ☒ _____ (Other items as instructed at AGQBA host meeting)