

## AGQBA Tournament Record Keeper

Official record keeping may be done by the tournament director, *unless the director is also the team coach*. In that case, an adult must be designated to collect the records, especially the score sheets, and record team results.

To make this procedure as easy as possible, assemble the following items for the recorder: (in a box or basket to carry with them or on a table in a locked room)

- .. this memo
- .. pens
- .. calculator
- .. stapler

Folders containing the following items, clearly labeled:

- .. Team Results sheets – one for each team kept together in one folder
- .. Tournament Bracket & Instructions
- .. Extra Score sheets
- .. Extra Challenge Forms
- .. AAA forms used if coach is ejected
- .. One copy each of Job Assignments & Buzzer Locations
- .. One copy of each filled out Competition Room Form

Labeled Folders for collecting & keeping the following items:

- .. Registration Paperwork – brought to you by worker
- .. Preliminary Games Score sheets
- .. Single Elimination Games Score sheets
- .. Challenges Made

After each game, the scorekeeper must bring the official copy of the score sheet for the game and any challenge forms used.

1. Record the team scores on their “Team Results” sheet.
2. Staple all of the score sheets for the game together & place in proper folder.
3. Staple together any challenges for the game and place in folder.

After the preliminary games, follow the instructions on the “Bracket Placement” form. Fill in the bracket & post it in designated location.

After each single elimination game, follow the same scorekeeping procedure & record scores on the original bracket form as well.

At the end of the final match, check to make sure the bracket is completed & that all records are in the proper folders. Give all folders to the tournament director. Thank You!! For doing this important job!