AGQBA Regional Tournament Host’s Paperwork Checklist -2018

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 + scoreroom
* Scoresheets – one official colored score sheet per room per game & several extra white ones

  **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 – one per playing room, registration table, and scoreroom
* Team Results – one per team. Bracket Placement, Official Tournament Bracket – [used only if hand scoring]
* 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 –morning pairings
* Morning pairings with judge assign – for judges (judges also given copy in judges meeting)
* Map of tournament site – if needed
* Blank Tournament Bracket (unless site host copies it after morning rounds)
* 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.

*Site host 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”- morning pairings listing where judges 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. Extras in case a team forgets their copy. Coaches, players, judges & scorekeepers **sign in at registration on typed registration form**. **Each team should bring forms with them with 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 forplayers

*As the team signs in,* ***collect*** *the following items:*

* + AAA certification form – **must have in order to play- if not call their principal or supt to fax to site- if Sat and no way to fax then prin or supt must ok all names by phone & fax on MONDAY to site host**
	+ 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)