

AGQBA Tournament Registration Checklist

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.

Registration Table:

- Supplies:** pens, highlighters, tape, Sharpies, folders, paperclips, markers & construction paper for extra team name signs, name tag stickers for helpers, 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. You may want to mark the buzzers with masking tape.
- Teams & Playing Schedule sheet. Check off each team as they arrive.
- Tournament Registration Signature Form. One for each team. Names should be typed in this form. Have coaches, players, judges & scorekeepers sign in. **Coaches should send this in prior to the tournament. Changes can be made on the day of the regional tournament.**

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

- 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**.
- AGQBA handbook with rules & clarifications including updates
- Name signs for school & players (if not, direct them to supplies for making signs)
- 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 (teams should send these in prior to the tournament)
- Buzzers
- Tournament Registration Signature Form

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 for judges and scorekeepers
- Extra score sheets
- Map of tournament site – if needed
- List of local restaurants
- _____ (Other items as instructed at AGQBA host meeting)