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 them 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)