

AGQBA

Contact Personnel on the day of the Tournament

State Director

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479-967-3290
Fax- 479-967-5172
Cell- 479-858-2210
cps hry@centurytel.net

Senior High Tournament Director

Steve Patterson
Arkadelphia High School
401 High School Drive
Arkadelphia, AR 71923
870-246-7373 (School)
870-403-3893 (Cell phone)
870-246-1154 (Fax)
steveap@apsd.k12.ar.us

Junior High Tournament Director

Cody Vest
Morrilton High School
701 E. Harding
Morrilton, AR 72110
501-354-9430 (School)
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vestc@sccsd.k12.ar.us

AGQBA President

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Tournament Directives

1. **Attend the Sites Hosts' meeting.** This will provide you with any new information such as rule changes and procedures that might have changed since the last time you hosted. If possible, bring to the meeting name, address, phone number, and e-mail address of the person who will be your head moderator.
2. Get a list of schools scheduled to compete at your site. This will be provided at the meeting. You may need to use a copy of the Activities Association Handbook to get school phone numbers.
3. Contact the schools assigned to your site to make sure these schools still have teams and will be able to compete on the assigned date. Please remind schools that every effort has been made to place teams in their conference area but they may have been shifted to insure no less than eight or more than twelve teams at any particular tournament site.
4. Give all contacted schools your phone number and e-mail address and get theirs. Weather has often been a problem and cause of postponements, so you may need home phone numbers to call and notify coaches of any changes.
5. Divide the number of confirmed schools by two to determine the number of rooms and moderators you will need.
6. Locate and reserve rooms. Most sites provide separate rooms for the Record-keeper and for a hospitality area for officials and other tournament workers.
7. Locate moderators and train them if necessary. Do not use parents of current quiz bowl team members participating at this level as moderators. Remember other schools assigned to your site may be able to provide moderators, so check with them if you're having difficulties. Provide these moderators with copies of the rules and guidelines for moderators (these are provided in this manual). Designate a head moderator, if you haven't already, and send this person's name, fax number, phone number, e-mail address, and physical address to Carolyn Shry as soon as possible.
8. Appoint a record-keeper. Provide a location for this person to work and provide him/her with a calculator. The record-keeper will also need copies of several forms (see the section on record keeping in this manual).
9. Send out letters to all the schools scheduled to compete at your site. Provide them with exact locations for the matches. (Maps are helpful.) Give the coaches a starting time and an approximate ending time. Let teams know about eating arrangements. Will you provide concessions? If not, what are the names of the local restaurants and their locations? Will you have a scheduled lunch break, etc.? Remind them to bring AAA eligibility forms, school signs, a buzzer system, a scorekeeper, and a judge, as well as a typed registration form listing up to 8 (eight) team members. Urge them to review the rules with their teams before the tournament and bring their handbooks to the tournament. A sample letter is included in this manual.
10. Buy or locate a package of file folders and locate a copy machine. Create the following folders with these contents:
 - a. Game Scorekeepers Folder – one per room containing 12 -15 score sheets. (This includes some extras for coaches and fans in the room.) The scorekeeper for each room should be instructed to write the word **official** on the score sheets to be turned in to the record-keeper for each game (or use a score sheet run off on colored paper). The **official** score sheets have the signatures of both coaches. Since each team must bring a scorekeeper, one of the two will keep the **official** score sheet. The other scorekeeper may be asked to call schools/names for the moderator or clear the buzzer systems. He/she may also keep an **unofficial** score sheet.
 - b. All-Tournament Scorekeeper Folder – one per room containing eight (8) All-Tournament score sheets

and directions for keeping All-Tournament scores. (See forms and instructions in the manual).

c. Judges' Folder – one folder per room containing a copy of the rules, the Judge's Guidelines, and eight- (8) challenge forms. These are also included in this manual.

d. Record-keeping Folder – one folder containing *School Totals from All Game* sheets, *Team Results* forms for each team, blank *Tournament Bracket*, and a *Preliminary Playing Schedule*. He/She will receive all score sheets and All-Tournament Team score sheets after each game and will store them in this file. (All of these forms/sheets are included in this manual).

e. Registration Folder – one folder containing extra *Registration Sign-in* sheets. The *AAA Eligibility* forms, which each team brings, will also be placed in this folder. After all members of all teams have registered, the folder is taken to the Record-keeper.

f. Signs Folder—one folder containing signs for each playing room, registration desk, concessions, Record- keeping, hospitality, etc.

g. Participating Schools Folder—one folder for each participating school with each folder containing eight (8) score sheets, several challenge forms, a playing schedule and blank tournament bracket.

11. Set up rooms by arranging furniture if necessary. Draw a diagram so you can reset the room as it was after you are finished for the day. Remember to put the teams back to the audience and their coaches. Put out scratch paper and pencils. Do not put scratch paper on the team tables until immediately prior to the start of the game so that students will not have time to write down too much information or share their information.

12. Meet, greet, and register arriving teams and get someone familiar with their buzzer systems to set them up in the assigned rooms.

13. Meet with all teams and explain the location of the playing rooms and restrooms as well as any other information they might need including scheduled breaks. Issue a warning that inappropriate behavior or unsportsmanlike conduct on the part of teams, team members, or coaches may cause a team to be sanctioned or disqualified and that an individual team member or coach may be removed if warnings are not heeded. Parents or spectators may be removed from the tournament if they display unsportsmanlike behavior or are abusing the rules of play. Remind teams and spectators that we are guests of the facility and to assist us in keeping it clean and damage-free. Teams can be sanctioned or disqualified from the next level of competition for deliberate damage of facilities.

14. Meet with judges and tell them their room assignments. Explain that one of them in each room will need to watch the questions closely to check for moderator mistakes and will need to indicate on the questions sheets which teams answered each question. The other judge in each room will function as the All-Tournament Team scorekeeper. Tell them the folders which contain the necessary information, rules, and forms are on the table in their assigned rooms.

15. Meet with the scorekeepers. Give them their room assignments. Tell them where the record-keeper will be located and instruct them to mark one score sheet as **official** after each match, secure each coaches' signature, and take it to the record-keeper. (See 10a above)

16. Check with the record-keeper periodically to make sure all forms and score sheets are being sent and to make sure records are being kept correctly.

17. All teams will play in the first round of tournament play but will be seeded according to preliminary play. This may necessitate an 8, 10, 12, 14, 16, 18, 22, or even 24 –team bracket. (Brackets are included in this manual.) Tournaments with fewer than 8 (eight) teams will still use the 8 team bracket. Byes go to the best performing team from the preliminary games.

18. Losers of semi-final games will play a playoff game to determine third and fourth places. This game will be played simultaneously with the finals. Points earned in this game will also count for both seeding in the next level of play as well as High Point Scorer and All-Tournament Team points.

19. As teams are eliminated, you can close down rooms. If you have helpers, they can help take down the buzzer systems and return rooms to their normal configurations. You might also ask teams as they are eliminated to help take down the buzzers and reset the furniture in the rooms. Remember eliminated teams will want to leave with their buzzer systems, so close down these rooms first.

20. Award trophies and/or other awards to teams and players.

21. After the tournament or the next school day, fax the statewide tournament coordinator the completed bracket with scores filled in for the tournament games.

22. Finally, within the week, send the following items to the AGQBA tournament coordinator at the address given.

- a) Completed bracket
- b) All official score sheets and any challenges that occurred.
- c) All-tournament Team score sheets
- d) Student totals from all games sheets
- e) All-tournament Team and MVP list sheet
- f) Team Violations sheets
- g) Team registration, AAA eligibility forms, and Team results sheets
- h) Receipts for reimbursement up to stated limits.

Return to: sr. high director/jr. high director

Senior High Tournament Director

Steve Patterson
Arkadelphia High School
401 High School Drive
Cell – 870-403-3893
870-246-1154 (Fax)
steveap@apsd.k12.ar.us

Junior High Tournament Director

Cody Vest
701 E. Harding
Morrilton, 72110
501-354-9430
vestc@sccsd.k12.ar.us

Tournament Director's Checklist

- Tournament site established _____
- Mail out to teams _____
- Room checklists completed _____
- Trained moderators secured _____
- Moderator information sent to Carolyn Shry _____ by Date _____
- Scorekeepers found & trained _____
- Callers/timekeepers recruited & trained _____
- Supplies organized for competition rooms _____
- Hospitality room organized & worker assigned _____
- Signs made _____
- Publicity arranged _____
- Tournament records paperwork copied & understood _____
- Team packets prepared _____
- Registration paperwork organized _____
- Greeter/registrar to meet teams & collect paperwork _____
- Notes for Opening Meeting – details from hosts meeting _____
- Scores called in & faxed _____ to _____
- Complete the evaluation form and return to address provided. _____
- Tournament records mailed by Friday following tournament _____
- All copies of questions burned or shredded by Friday following tournament. _____
- Thanks to helpers and moderators _____

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
- Scores sheets – 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.**
- MVP 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 PACKETS

- Teams and Playing Schedule
- Job Assignment Sheet – for judge & scorekeeper
- Map of tournament site – if needed
- Tournament Bracket (unless you will copy it after it is filled in)
- Evaluation Form – coaches should have one from AGQBA. If you wish to add to the evaluation, include yours in the packet. Coaches will mail these in or give them to you.

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***

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)

Paperwork to Send to AGQBA

Additional details will be given to the site hosts at meeting prior to tournament.

On the morning following completion of tournament **FAX** a completed bracket with scores for all games to the following persons:

Senior High Tournament Director

Steve Patterson
Arkadelphia High School
870-246-1154 (Fax)

Junior High Tournament Director

Cody Vest
701 E. Harding
Morrilton, 72110
501-354-9430

This is very important to determine who goes to State Tournaments. Additional paperwork should be sent promptly as some of it must also go to next level site hosts.

Within the week following the tournament mail items listed under #22, *Steps for Hosting an AGQBA Tournament* to the following persons:

Senior High Tournaments

Steve Patterson
Arkadelphia High School
401 High School Drive
Arkadelphia, AR 71923

Junior High Tournaments

Cody Vest
Morrilton High School
701 E. Harding
Morrilton, AR 72110

To facilitate record keeping please stack items in this order top to bottom:

1. Official tournament bracket with all scores clearly written beside team name
2. Team registration forms
3. AAA Certification forms
4. Site Host Reimbursement Form
5. Team Violation Sheets
6. All Score sheets stapled together by match numbers (1, 2, etc. through 7)
7. Individual Team Record forms
8. All Challenge forms
9. All Tournament Team results by matches, by teams, and Overall sheets with top players listed in order (first and last names and school)
10. Copy of any AAA Coach Ejection Forms in needed
11. Any newspaper articles about the tournament
12. Any other pertinent information the board might need

AGQBA Moderators Memo

To be sent in by: _____ Date announced in letter or host meeting.
Tournament Site _____ Tournament Director _____

The person listed below will serve as head moderator and will be the person to receive all question sets for this tournament site. It will be his/her responsibility to distribute questions to the other moderators prior to the tournament but keep all sets for judges until the day of the tournament for distribution match by match. All question sets should be turned in to score room at the end of each match. Corrections will be sent to head moderator by email so it is important that email address be correct/ if none then must have a fax number.

Head Moderator's Name _____

(Is this person a school employee? What building does he/she work in?)

Mailing Address _____

(Designate work or home) _____

Work Phone: _____ Home Phone: _____

Email Address: _____ Fax number: _____

(All items above must be filled out to ensure delivery of all information needed)

Keep a copy for your records.

Complete and mail ASAP to: Carolyn Shry, AGQBA State Director
PO Box 1621
Russellville, AR 72811
Fax 479-967-5172

Checklist for Teams: Items to Take to Tournaments

- Four to eight **eligible players**-must meet AAA rules for competition. If must meet AAA rules for competition. If your team advances to the state Tournament, you will have to play the same team used in the Regional Tournament.
- Registration form with team member names typed in.
- Most recent AGQBA **Handbook**: Be sure all updates are included.
- Copy of **AAA certificate** form, filled out, with proper signatures (**must have to compete**).
- School name sign**-neat and easy to read
- Name signs** for each players-captain clearly marked-index paper poster board works well so they can stand up on table).
- Several **scoresheets** for your team's use.
- Buzzer set**-in good working order. If your team does not have a buzzer system, contact the tournament host immediately and let them know you will not bring buzzers.
- One **adult** to be a **judge**. ***This is required.*** Judges should be trained according to the guidelines in the AGQBA handbook. They will **not** be judging your team. **It is your responsibility** to let them know they will not be able to see your team complete until the championship game.
- One student or adult to be **scorekeeper**. Should be trained and know what to do.
- Reference materials** for any challenges. Your team is responsible for bringing any resources. Challenge materials must be in the competition room. Only recognized up-to-date materials such as almanacs, encyclopedias, fact finders, textbooks, dictionaries or anthologies (either book or CD format) maybe used for proving challenges. Lists and other preparatory materials by quiz bowl companies or other sources are **not** acceptable reference materials. Internet sources may not be used.
- Other items are NOT acceptable materials.
- Other items as noted in host's Reminder Letter.
- _____

AGQBA Tournament Team Reminder Letter

Tournament hosts need to prepare a letter similar to this one to send to the teams as soon as they have been assigned to your site. You may choose to send a short note & follow up with more specific information a couple of weeks later.

Prepare a letter with this information.

SCHOOL LETTERHEAD with address, phone numbers, fax & e-mail contact information

Dear ___ school name or coach's name ___

Your team is scheduled to attend the regional tournament here at ___ (location) on ___ (date). There are _____ teams assigned to this site. We are scheduled to start play at approx. _____.

Whether your team will attend or not, I must know immediately, AGQBA coordinators need to be sure of tournament assignments ASAP. Contact me (through e-mail, fax or leave a message with the secretary, etc) as soon as you can. It is very important that we avoid no-shows on the day of the tournament.

Remember to check your AGQBA handbook for more information to prepare your team. Especially go through the "Checklist for Teams" to be sure you are ready.

(Include any new information discussed at hosts meeting with AGQBA board)
In addition, here is some information you need for our school & site:

I may be contacted at one of the following:

_____ school phone
_____ home phone
_____ cell phone
_____ fax number
_____ e-mail
_____ school or home address

Sincerely,

(Host name)

AGQBA Tournament Record Keeper

Official recordkeeping 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!

AGQBA Team Registration

Junior High

Team representing _____ Junior High School

Coach (typed name) _____

Date of tournament _____

AAA certificate _____

Buzzers _____

Scorekeeper _____

Judge _____

Team members (8 Maximum):

Typed Name	Regional (Signature)	Junior Finals (Signature)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Coach (Typed name)	Regional (Signature)	Junior Finals (Signature)
Judge (Typed name)	Regional (Signature)	Junior Finals (Signature)
Scorekeeper (Typed name)	Regional (Signature)	Junior Finals (Signature)

I agree to follow AGQBA rules and AAA guidelines for competition. All team members meet eligibility requirements.

Coach's Signature _____

AGQBA Team Registration

Senior High

Team representing _____ Senior High School

Coach (typed name) _____

Date of tournament _____

AAA certificate _____

Buzzers _____

Scorekeeper _____

Judge _____

Team members (8 Maximum):

Typed Name	Regional (Signature)	State (Signature)	AETN Finals (Signature)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Coach (Typed name)	Regional (Signature)	State (Signature)
Judge (Typed name)	Regional (Signature)	State (Signature)
Scorekeeper (Typed name)	Regional (Signature)	State (Signature)

I agree to follow AGQBA rules and AAA guidelines for competition. All team members meet eligibility requirements.

Coach's Signature _____

This certificate should accompany each application or entry list for non-athletic competition - Make copies if additional ones are needed.



Arkansas Activities Association

Please attach this form to each list of names or application and forward to Contest, Festival or Region Chairman.

DO NOT SEND TO ARKANSAS ACTIVITIES ASSOCIATION.

Certificate of Eligibility for Non-Athletics

We certify that we are familiar with the rules governing the eligibility of students under the Constitution and Bylaws of this Association, that we have personally checked the list, and that the persons or organization named have complied in all respects with the requirements for eligibility under the rules and are entitled to represent this school in activities during the

_____ semester of _____
1st or 2nd Year

School Address

Sponsor or Director

Supertintendent or Principal

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AAA/AGQBA Certification

School Name _____

Eligible players who may play in Quiz Bowl tournaments this year.

Name	Grade

Attach another sheet if needed.

Coach: _____ Date _____

Violations Form

Site Host _____ School in violation _____

Date _____ (Jr. Reg) (Jr. Finals) (Sr. Reg) (Sr. State) (Sr. Finals)

___ No AAA form (School is not allowed to participate in the competition)

___ Failure to notify site host of non-attendance at tournament

___ Failure to bring a judge

___ Signed in and/or attempted to play more than 8 team members (attach copy of registration form, All-Tourney Team Records, and/or Student Totals From All Games form)

___ Misconduct or otherwise rude behavior on the part of the team members), coach, or others accompanying the team Explanation: _____

(attach additional proof if needed)

___ Team arrived late (Record time of arrival _____
(attach copy of posted schedule of events) Explanation of team: _____

___ Team did not provide typed registration form

___ Team did not provide a scorekeeper

___ Team did not provide a working buzzer system or notify host of inability to do so

(By-laws Article XI, Sections 1 and 3)

Director's Signature)

(Coach's Signature)

(Tourney

AGQBA Board Use Only

Repeated violation(s) _____

Action Taken _____

(State Director's Signature)

(President's Signature)

Team Results

School _____ Classification _____

Jr. High Regional
Jr. High Finals
Sr. High Regional
Sr. High State

Preliminary Games:

Game #	Won/Lost	Points Scored	Bye
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

.....

For placement on tournament bracket:

Wins _____ Losses _____ (do not count byes)

Winning Percentage

100% _____ 67% _____ 50% _____ 33% _____ 0% _____
 (3-0 or 2-0) (2-1) (1-1) (1-2) (0-3 or 0-2)

Total Points _____

Divided by games played _____

Equals average score _____

Bracket Position (1-24) _____

.....

Single elimination record during tournament play:

Game 4 ^{Used for play-in only} W___/L___ Points _____ Bye _____
 Game 5 16+ team bracket W___/L___ Points _____
 Game 6 Quarterfinals W___/L___ Points _____
 Game 7 Semi-finals W___/L___ Points _____
 Game 8 Finals W___/L___ Points _____

Tournament Points from single Elimination _____
Divided by number of games played _____
Equals average score _____

AGQBA Tournament

Job Assignment Sheet and Location of Buzzer Systems

Each team is to bring a judge & scorekeeper with them. This list shows where each team's workers are to go during the 3 preliminary games. Stay in this room for 3 games.

After the preliminary games, look on the bracket to determine where workers are to report.

<u>School Name</u>	<u>Room #</u>	<u>Buzzer</u>
<u>System</u>		

(Letter is from "Teams & Playing Schedule)

(Location of buzzers)

A	Goes To	Buzzers In
B	Goes To	Buzzers In
C	Goes To	Buzzers In
D	Goes To	Buzzers In
E	Goes To	Buzzers In
F	Goes To	Buzzers In
G	Goes To	Buzzers In
H	Goes To	Buzzers In
I	Goes To	Buzzers In
J	Goes To	Buzzers In
K	Goes To	Buzzers In
L	Goes To	Buzzers In
M	Goes To	Buzzers In
N	Goes To	Buzzers In
O	Goes To	Buzzers In

P

Goes To

Buzzers In

May have to add more lines if 18 or more teams

