

HOW TO HOST A QUIZ BOWL LEAGUE AND TOURNAMENT

KEY PARTICIPANTS

<u>Title</u>	<u>Role</u>
Quiz Bowl Coordinator	Plans, coordinates and follows-up on all aspects of the event
Quiz Bowl Coach	Coaches the team and organizes all aspects at the school level
Quiz Bowl Player	Studies and participates as a committed team member
Quiz Bowl Audience Member	Attends meets and tournaments to support players and schools
Quiz Bowl Host	Houses the league and/or tournament event
Quiz Bowl Sponsor	Provides funding to help run the event

DECISIONS FOR CONSIDERATION:

- Determine if you are conducting team matches and/or a tournament and the number of times you will meet.
- If this brand new to the area, organize a meeting with all coaches to present the rules, planning needed on their part, etc.
- Who will get paid? How much? Contract length?
- Where will the quiz bowl meets and/or tournament be housed?
- Initial start-up costs, such as buzzer systems, questions, etc.
- Will there be a cost for teams to participate?
- Will readers get paid?
- What will the team members receive as recognition of both participation and winning?
- What are the rules for play?
- How is play conducted?
- What are reliable resources to use for questions?
- What are reliable resources to use for team practice?
- What are reliable resources to use for equipment?
- How do you disseminate information?
- How do you publish the results of each meet/tournament?
- How do you create a schedule for play that ensures all teams play each other?
- What legal documents do you need to have?
- Will the host sites provide snacks for quiz bowl players?

PLANNING

QUIZ BOWL COORDINATOR:

- Establish site permission and get it in writing, even if only in email.
- Contact site hosts to organize which rooms will be used for play, who the contact person is, snack selling arrangements, housing of quiz bowl equipment
- Send letters to all possible schools (superintendents and principals) informing them of the schedule for the year and requesting confirmation of participation and contact information for any coach involved in the school
- After contact information has been established, email all coaches of the schedule and their duties for the event.
- Solicit sponsorship from local businesses.
- Write out the requisitions needed to pay readers, order questions, get needed equipment, order trophies, ribbons, snacks/water for readers, etc.
- Once all teams are established, create the schedule of play. Can use teamopolis.com, a free online tool.
- Determine your rules for play.
- Determine your procedures for play. (whiteboards, all buzz-in, how many seconds to answer, etc.)
- Determine your scoring.
- If using your website to report results, establish who will enter the statistics in after each meet.
- If conducting a coaches meeting, provide a list of possible “to do’s”, such as: get bus requests scheduled and approved, plan practice dates and times, conduct try outs for team members, determine how many you will allow on your team, resources for questions to practice, code of conduct as the team and their players represent their school to all others who will be playing, parental letters to establish ground rules, room and equipment to practice with each time, any celebration after all is done, public relations communication to school and beyond.

QUIZ BOWL COACH

- Does your school provide a stipend for coaching? Determine what paperwork you need to receive that.
- Fill out the right paperwork to get bus permissions for all quiz bowl dates.
- Does your school already own a buzzer system to practice with? If not, requisition one.
- Determine what size team you want to have. Do you want just enough to play or more in case of absences? As students get older, they tend to be involved in more activities which creates conflicts in attendance. Factor that in to your decision.
- Determine how you will conduct try outs for the team. Paper/pencil test, actual simulation of a quiz bowl match, other?
- Announce the try out date and ensure students have notified parents if it is after school.
- Conduct your try outs and announce who will be on the team.
- Establish a schedule for team practices. Notify team members and any teachers involved.
- Establish a routine for team practices. Do you want to have certain student specialize in a content area? Are you going to practice with some online resources? Are you going to practice with actual buzzer systems?
- Do you need to order practice questions or materials? There are many good online resources as well that are free.
- Analyze the strengths and weaknesses of players to help you determine who will play in which round.
- Notify parents of the schedule for all practices and play: location, times, etc.
- Provide parents a "Code of Conduct" so everyone has a fair understanding of your expectations of behavior while at the meets.
- Provide everyone with the rules.
- Provide a map and/or directions to the quiz bowl meets/tournament.
- See if parents or others want to conduct a celebration event after the quiz bowl season is over. Some just have pizza parties. Some are more elaborate. Might you award players specific roles such as, "Most Effort", "Best Sportsmanship", with certificates, trophies, etc?