

How to Host A ~~Murder~~ Quiz Bowl Tournament

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Vision Statement

***To coordinate
and thrive
through a quiz
bowl league
or tournament.***

Whaaaaat?!
You're not **THRIVING?**



Decisions, Decisions, Decisions



- **WHO?**
- **WHAT?**
- **WHEN?**
- **WHERE?**
- **WHY?**
- **HOW?**

Decisions, Decisions, Decisions

- **WHO:**

- Which students do you want to target?
- Who is going to be in charge?
- Who can assist with the event(s)?
- How many schools will be involved?
- Will you need volunteers? Training?
- How many people will need to be involved?

Decisions, Decisions, Decisions

- **WHAT:**

- What format will you follow?
- What types of questions do you want to use?
- What types of quiz bowl events are already in your area?
- What format is feasible for you?

Format Options-Tournament

- Allotted time
- Determining Winners:
 - Wins/Losses, Points, Head-to-head competition
 - Team and/or individual awards
- Types of questions/formats:
 - Toss-up/Toss-up plus bonus
 - Team/Individual response
 - Whiteboard response
 - Buzzer response/Lightning Round
 - Paper/Pencil
 - Online/Web-based Format
- Extra questions - **ALWAYS** have extras

Format-League

- How many times to meet
- How many teams
- Style of questions
- Extra questions
- Rules
- Process for winning



A CROWDED CAFETERIA FILLED WITH 5TH & 6TH GRADE TEAMS AND COACHES



Decisions, Decisions, Decisions

- **WHEN:**

- Is it a tournament, league or both?
- How long will it last?
- Will it be during school, after school or on the weekend?
- Is it a qualifying tournament ? (NAQT)
- Consider typical weather conditions, school schedules, transportation, other conflicts
- When is the facility available?
- When are your workers/coaches/students available?

Decisions, Decisions, Decisions

- **WHERE:**

- What size facility will you need?
- How many rooms will you need?
- Do you need a cafeteria, concession stand, stage?
- Special set-ups?
- Technology needs?
- Who will help to set up the space?
- Where can you store materials?

SNACK LINE: PIZZA IS ALWAYS GOOD!



Decisions, Decisions, Decisions

- **WHY:**

- Players can show what they know.
- Provides an opportunity for students to learn leadership skills
- Provides an opportunity for students to grow socially and emotionally
- Opportunity to learn professionalism and the benefits of friendly competition
- Teaches players how to be team players.
- Practice risk taking and learn resilience: How to win and lose graciously.
- Good for students who tend to be perfectionistic

Decisions, Decisions, Decisions

- **HOW: The Nitty-Gritty**
 - Budget
 - Organization & Communication
 - Roles of the People Involved:
 - Coordinator/Tournament Director
 - Players
 - Coaches
 - Readers/Judges
 - Timers and Scorekeepers
 - Site Coordinator/Host
 - Audience
 - Assistants and Volunteers

Things to Consider

- **Budget**

- Awards
- Questions
- Snacks/food
- Facility costs
- Stipends for officials
- Start up costs
- Equipment
- Registration fees (and follow-up)
- Sponsors
- Requisitions/treasurer paperwork/fiscal agent



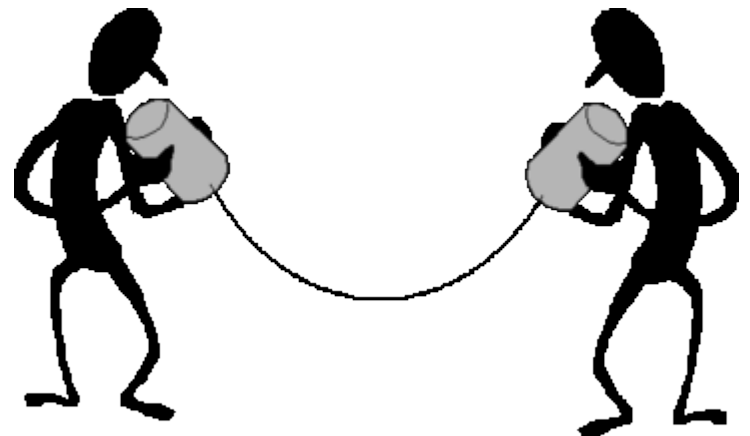
Things to Consider

- **Organization**
 - Time Line – Essential!
 - Rules, procedures, scoring
 - Challenges/appeal
 - Schedule
 - Registration: Who to invite?
 - Secretarial assistance
 - Volunteers
 - Preparation & Set-up
 - Communication

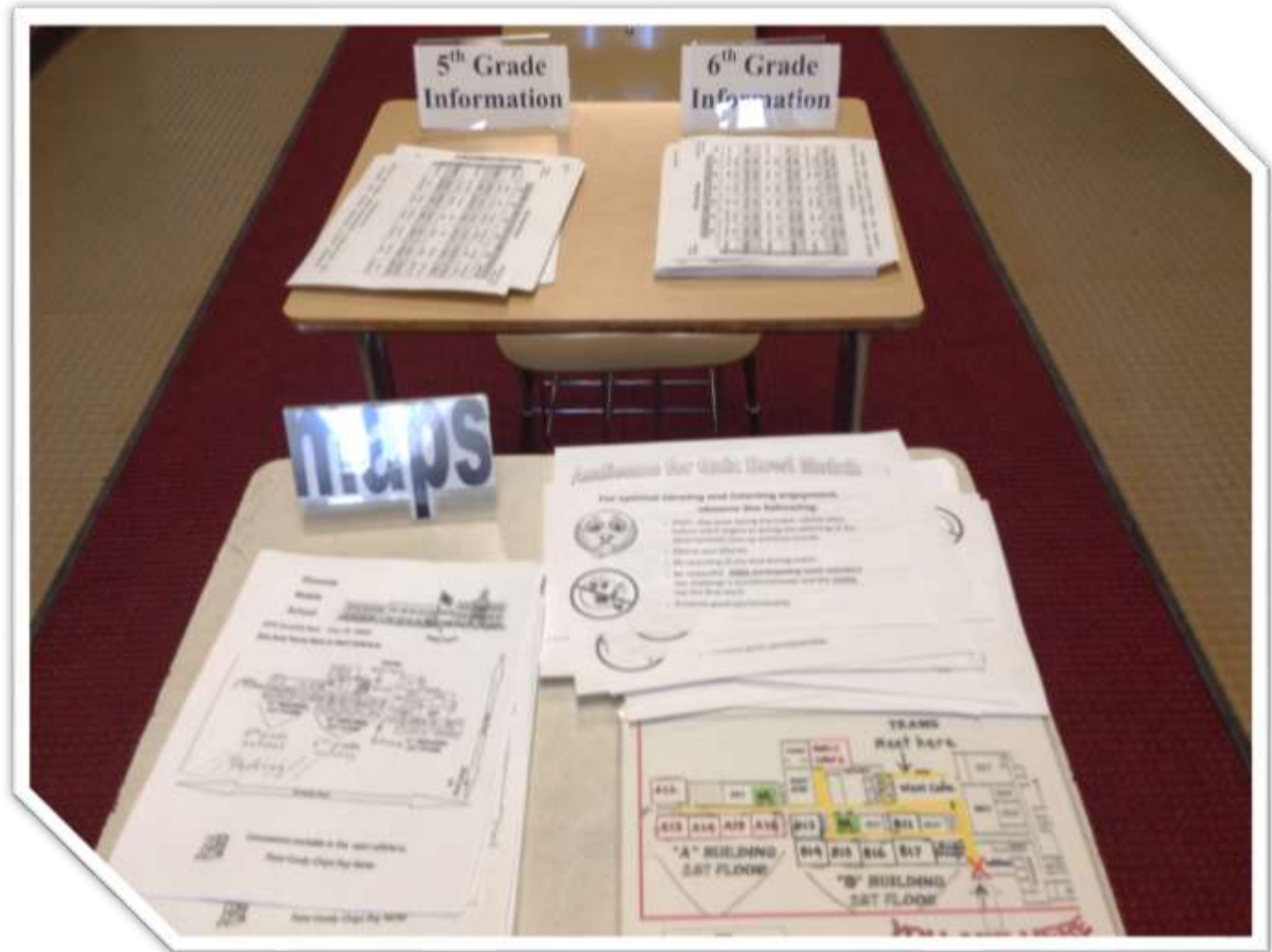


Communication between:

- Coordinator and schools
- Coordinator and coaches
- Coordinator and businesses/sponsors
- Judges/readers/timers/scorekeepers
- Volunteers
- Food/snack provider and organizer
- Treasurers
- Question providers
- The press



ORGANIZATION: HOW TO LET AUDIENCE MEMBERS KNOW WHERE TO GO!



Role: Coordinator/Organizer

- ❑ Get site permission – in writing.
- ❑ 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.

Role: Coordinator/Organizer

- ❑ 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.

Role: 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.

Role: Coach

- 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?

A LITTLE QUIZ BOWL HUMOR!





**Role: Reader/Judge
 Timer/Scorekeeper**

- Learn all the rules and scoring.
- Learn quiz bowl procedures.
- Know the schedule.
- Review the questions prior to the meet and look for errors or confusing wording.
- Arrive early and go over the questions with the other officials.

A READER PREPARES FOR A MATCH



TIMER, READER, SCOREKEEPER



Role: Player

- Adhere to a quiz bowl “Code of Ethics.”
- You represent your school so your behavior should reflect good things about your school.
- Be a gracious winner or loser.
- Study
- Know all the rules and follow them.



A TEAM PREPARING FOR A MATCH



Role: Host/Site Coordinator

- Make arrangements for rooms needed for play, for teams to gather before and after, and for officials to be secluded as they go over questions.
- Set up the rooms: tables, chairs, buzzer systems, scrap paper, pencils, whiteboards (if used), markers, door signage, team signage
- Provide a good school map for audience members to locate their teams.
- Where will busses park?
- Food/snacks?

Role: Sponsor

- Determine amount of money to donate.
- Determine how you want to be acknowledged: engraved on trophies? named in programs?
- Other signage?



TROPHIES AND RIBBONS



Role: Audience Member/Fan

- Arrive on time/Don't interrupt a match.
- Silence cell phones.
- Do not interact with the players once play has begun.
- Demonstrate good sportsmanship:
gracious winning and losing
- Be respectful of other schools. Your behavior is a reflection on the school you represent.

Questions

- Pristine questions –
 - Prepared from original source material
 - Structured so there are a specific number of questions in each curriculum area
 - Some companies will prepare pristine questions to suit your format, and ensure participating schools will not have access to them in other competitions.
 - Not randomly generated

Question Sources

- NAQT – National Academic Quiz Tournaments www.naqt.com
- Questions Unlimited www.qunlimited.com
- 4Design <https://quizlet.com>
- Academic Hallmarks www.greatauk.com
- Write your own.
- Get a former quiz bowl coach or enthusiast to write questions for you.

Practice Resources

- Online (a few):

- www.naqt.com/resources/
- www.studystack.com/QuizBowl
- www.historybowl.com
- www.quizbowl-skillsusa.org
- www.aceqb.com/improve/study-guides/
- <http://ms.quizbowlpackets.com>
- www.qubowl.com
- www.norcalquizbowl.org/wp-content/
PDF of : The Guide I Wish Had for Quiz Bowl

- Books: Patrick's Press

- Campbell's Potpourri III of Quiz Bowl Questions

Shawnee Middle School wins big at Quiz Bowl Fifth, sixth-grade teams are champions for second consecutive year

First Posted: 9:08 pm - February 22nd, 2016

By John Bush - jbush@civitasmedia.com Lima News



This is a really great group of kids who have worked very hard, Vonderwell said. "I'm very proud of them."