



Hosting IESA

How to host a regional or sectional for the IESA State Series.



Hosting a Regional or Sectional

- So you decided to host a regional or sectional tournament and you are a bit overwhelmed.
- Take a deep breath.
- Here are a few tips and tricks to help guide you through the process.

Hosting 101

- Put the date on your school calendar to avoid conflicts in the building.
- Notify Activities Director about room usage and concessions.
- Contact Moderators as soon as possible.
- Make sure the contest manager is visible and present.
 - It is not ideal to have a coach of the host school serve as the manager because they are usually in competition room and can't be removed if something happens.
 - Ask another teacher or administrator to serve

Hosting 101

- Collect regional entry forms from each participating coach prior to the beginning of the first round of play.
- Regional tournaments may start no later than 4:30pm.
- Each round of play should begin at the same time.
- Close the door at the beginning of each round until 2-minute half-time.
- Teams may switch sides at the half.
- Present regional winner plaque and ribbons at the conclusion of the event.

Email to participating schools

- Email all participating coaches with general information prior to the regional date.
 - Concessions or will everyone bring their own dinner?
 - Tournament schedule – will there be a dinner break?
 - Will each team have a table in cafeteria or classroom to meet?
 - Inform everyone of who to go to with questions or concerns.
 - During a match the moderator is in charge.

Personnel Needed

- For each room of play you will need:
 - Moderator
 - Scorer
 - Timer
 - Asst. Scorer – Nice but not required. This individual updates the score on dry erase board. (Can be student from one of teams competing.)
 - Runners – to move results from each competition room to tournament headquarters, post results, and misc. tasks. (students are excellent for this)
- The IESA recommends that you try to use volunteers whenever possible.
- There is no admission charge at IESA regional or sectional tournaments.

Moderators

- Moderators have the final authority during a match.
- Decisions are final.
- Please send an email address for at least one moderator to the IESA office.
iesa@iesa.org
- Moderators are paid \$20 per round.
- If a moderator is working all rounds they will need a dinner break at some point in the night.
- Have moderators communicate use of any replacement questions each round so that questions will not be reused the next rounds.
- Make sure that each moderator knows which round they are playing and reads the correct round of play for each round.
- Get the questions to the moderators as soon as possible for them to review prior to play.
- Encourage new moderators to review the IESA training presentation on line.
- If using a High School Coach please have them read the rule comparison between IHSA/IESA as there are some rule differences.



Scorers and Timers

- Scorers and Timers are paid \$5 per match.
- These individuals may be high school students who are familiar with scholastic bowl rules.
- Share the IESA/IHSA comparison sheet with high school students working as scorers and timers.

Equipment Needed

- Equipment needed for each competition room:
 - 10-position Lock Out system (you can ask competing schools to bring a system)
 - IESA Rules and Case Book for each moderator table (available on the IESA website to download and print)
 - Stop Watch for timer (track coaches are always a good group to ask to borrow)
 - Extra Pencils and paper
 - Water for Moderator
 - Scoreboards (chalk board, flip chart or whatever is handy)

Host Packet

- A host packet is sent (FedEx) to each host school a couple of weeks before the tournament from the IESA office.
- These packets are sent to the IESA Mailing contact so check with your school office before calling the IESA office.
- Packets include:
 - Host instructions
 - A check for \$30 per match to pay for moderators scorers and timers for Regional play. A check for \$210 for all sectional play (\$35 per match).
 - Ex. 4-team regional check = \$180.
 - Financial Report Form
 - 18 ribbons for tournament winner and runner-up teams
 - Score Sheets
 - Sealed question packets for regional tournaments. **Do not open and give directly to moderators.** (Questions will be sent directly to moderators for sectional tournaments.)

Awards

- A regional and/or sectional plaque will be sent to your school from the IESA supplier.
 - A&M Products in Princeton, IL
- If there are any problems please call the IESA office.

Financial Information

- A financial report form will be sent in the regional host packet.
 - Please complete and return to the IESA office within one week of your tournament.
- The check sent to each regional and sectional host is to cover the cost of scorers, timers and moderators.
- If a school notifies you that they will not be attending or simply does not show, please call the IESA office. There is a monetary penalty for dropping after the online seed process.

General IESA policies

- Any player or coach ejected from a contest shall be ineligible for all remaining contest that day and the next interscholastic contest.
 - Report this information to the IESA office immediately.
- Answers cannot be protested.
- Once a match has begun it cannot be protested.
- No reproduction of questions in written form, videotaping, or tape recording is permitted. (Questions are copyrighted.)
- All tournament matches in the state series shall be played.
- No 50/50 drawings, raffles, or other contests can be held during the tournament.

Online Instructions

- As a regional host you will need to post information online at the IESA website via the Scholastic Bowl Entry Center.
 - Enter Venue Information
 - Set Bracket playing order
 - Enter results for each round
 - Set regional winner

Questions

- If you have questions after the workshop call the IESA at 309-829-0114 or email iesa@iesa.org
 - Veteran Coaches are always a good source for information, tidbits and tricks.