

ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2018-2019 INSTRUCTIONS TO HOST SCHOOLS SCHOLASTIC BOWL SECTIONAL TOURNAMENTS

Schools serving as a host must have signage in accordance with the Concealed Carry Act 430 ILCS 66. This includes an IESA event that is held on your school property and IESA events held off-premise (i.e. a park).

1. Financial

- A. A financial report form will be included with your Sectional Host packet and may be found in a white IESA envelope. Please complete and return the report to the IESA Office within one week of your tournament. See sample report included with this information.
- B. Expenditures permitted will be detailed on the financial report form.
- C. **ADMISSION PRICES:** There are no admission charges for Scholastic Bowl
- D. **MODERATOR CHECK:** A check for **\$50.00 per match** will be included in your host envelope. Please make sure that you locate this piece. This check should be used to pay the scorers, timers and moderators at your tournament. Please be prepared to pay these individuals the day of your tournament.
 - a. Moderators- \$40.00 per match
 - b. Scorers and Timers- \$5.00 per match

2. Tournament Planning

- A. **TOURNAMENT DATES:** The playing date should be communicated to all participating teams.
 - a. Do not change the schedule (dates or times) after brackets have been set and posted- unless weather alters the playing schedule.
 - b. Hold the sectional tournament Monday, **April 29, 2019**.
- B. **TOURNAMENT TIME SCHEDULE:** Sectional matches may start at **4 or 4:30 p.m.** It is typical to schedule matches at a minimum of 1hour apart.
 - a. A five-minute break between matches should be scheduled.
 - b. Each round should begin at the same time.
 - c. Please make sure that you designate your start time online. This can be done by accessing your scholastic bowl entry center.
- C. **TOURNAMENT WORKERS:** Please make sure that you plan for an adequate number of workers for your tournament.
- D. **PARKING:** Plan for team, fan, and moderator parking. Make sure that parking instructions are communicated to participating teams and moderators.
 - a. Most of the visiting teams will travel by bus or van. Parking space near the school should be provided for the team buses.
 - b. Please provide parking for moderators near the entrance/exit that they will use to access the facility.
- E. **INSTRUCTIONS FOR COMPETING TEAMS:** Be sure that all schools in your tournament are given adequate notice of the playing schedule, when doors will open, location of competition rooms, availability of concessions, coaches meeting, etc.
 - a. In your tournament instructions/information, make sure that you disclaim any losses suffered by players and others.
 - b. Encourage each team to adopt some method for caring for the team's money, electronics, and other valuables.
 - c. Host schools provide the lock-out systems needed to run the tournament. If you will be unable to provide working lock-out systems, please notify the participating teams.
- F. **TOURNAMENT EQUIPMENT:** You will need the following equipment for your tournament:
 - a. **LOCK-OUT SYSTEM:** A fully-functioning ten-position electronic lock-out system is required for each competition room. Test your equipment to make sure that it is in good working order. If necessary, ask participating schools to bring a system with them to fulfill

this requirement. This will also give you a "back-up" system in case something goes wrong with one of the systems in use.

- b. NAME PLATES/CARDS: Remind all schools to bring their name cards.
 - c. IESA SCHOLASTIC BOWL TERMS & CONDITIONS AND MANUAL: Please have a copy of this information available at the moderators table in each competition room.
 - d. STOP WATCH OR TIMING DEVICE: Please have a stop watch or timing device available in each competition room.
 - e. PENCILS AND PAPER: Please have extra sharpened pencils and clean paper available.
 - f. SCOREBOARDS: Please have some method of displaying the match score. This may be done through use of a system scoreboard, chalkboard, flip chart or dry erase board.
 - g. WATER: Please provide water for your moderators. This should be placed in every competition room.
- G. **COMPETITION ROOMS:** Check competition rooms for posters (e.g. periodic tables, etc.). If it is possible, cover these posters with paper during the tournament. The rooms must be arranged as shown in the diagram found under Tournament Format. **This is a requirement.**
- a. Please plan for team and fan general meeting places to be areas that are removed from the competition rooms. This will cut-down on noise in and around the competition areas.
 - b. Discuss how and when fans will be dismissed from rooms with your moderators.
- H. **FAN SEATING:** Plan for fan seating in each competition room as detailed in the room set-up diagram. Additionally, plan for fan seating in your cafeteria or general meeting space.
- I. **CONCESSIONS:** Communicate to your participating teams the availability of concessions at your facility. If you will be providing concessions, it would be helpful to provide the teams with the menu you will be offering.
- J. **EMERGENCY ACTION PLAN:** Please make sure that you have an emergency action/venue plan in place for your tournament venue. Be sure to have access to weather forecasts in the event of threatening weather.
- a. **Please make sure the contest manager is visible and present.** It is essential that the officials and teams know who is in charge of the tournament. **The IESA recommends that this person not be your school's coach.** If problems arise and your coach is in a competition room, they will not be able to address the issue.
 - b. **Be prepared!**

3. Tournament Volunteers/Personnel

- A. **TOURNAMENT WORKERS:** Plan on an adequate number of workers. The IESA recommends that you try to use volunteers whenever possible.
- B. **ASSISTANT SCORER:** An assistant scorer is needed for each match to write the score on a chalk board for the audience to see. This may be a student from the host school or competing schools.
- C. **RUNNERS:** Host school students used to move results to the tournament office, to post results and any other task needed by the moderator. Runners can be posted outside each competition room to warn spectators not to enter, except at halftime.

4. Regional Entry Form

- A. Only those contestants listed on the Regional Entry Form are eligible to participate.
 - a. A maximum of 15 uniformed players may be listed on the roster.
 - b. No changes will be permitted on the Regional Entry Form after the Roster Closed Deadline at 4:00 p.m. on Tuesday, April 24th.

5. On-Line Bracket Information

- A. Host schools will be able to post their sectional tournament location and schedule information on-line via the IESA website.
- B. Host schools may enter this information through the IESA member center log-in page. You will need your scholastic bowl password to complete this process.
- C. Once you have accessed your school page, click on the link for the regional you are hosting. You will find this information next to the heading of "Host Administration".
- D. After clicking the appropriate link, you will be able to access the following information:

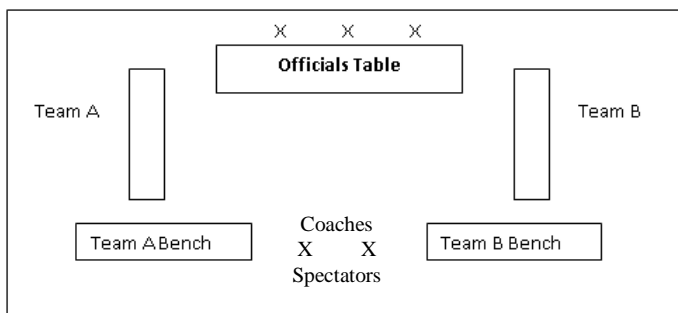
- a. **Download Entry Data-** You will be able to download the entry data (rosters) for all schools within your sectional. This information is very helpful if you are creating a program for your sectional tournament. The data may be downloaded by either a Mac or a PC. Choose the format that works best with your computer. The information will be opened in Excel.
 - b. **View Sectional Rosters-** You may view that information from this link.
 - c. **Set Sectional Time/Locations** - Host schools will enter tournament information for display on-line. Tournament information consists of the time and location of tournament matches.
 1. **Location information:** It is important that the complete address be added for the location of the tournament. By entering the complete address (street address, city, zip), a map and directions will be linked to your bracket. All of this information will be available for competing teams and fans to view from the assignments page on the IESA website.
 2. **Schedule:** Bracket playing order will automatically be set up for each sectional.
 3. **Start time:** Set the start time for your sectional tournament. The tournament may start at 4:00 or 4:30 p.m.
 - d. **Set Sectional Results-** You will be able to enter sectional results after each round of play. The results feed directly into the bracket for your tournament. Please complete this information the night of your tournament. Timely completion of the bracket information is very helpful to the IESA in moving on to State Final play.
 - e. **Email Sectional Coaches and Email Sectional Administrators-** This will provide you with an email form that will allow you to communicate with all coaches and/or administrators in your sectional.
- E. Take a moment to review the information online to make sure that the map generated is actually giving directions to your site. If you have any problems with this process, please contact the IESA Office.
- F. Additionally, please make sure that you are posting your tournament information online in a timely manner. Teams, fans, and officials readily use this information.

6. Sectional Host Packet

- A. A sectional host packet will be sent to your school via FedEx prior to your tournament. Packets are sent to the IESA mailing contact listed for your school. Please make sure that your school office staff forwards the host packet to you.
- B. The following items will be included in your Sectional packet:
 - a. Host instructions- These are also available online.
 - b. A check for **\$300.00**. This amount will cover the cost of the scorer, timer and moderator per match.
 - c. Score sheets
 - d. Scholastic Bowl Activity Update
 - e. Contracts for assigned moderators.

7. Tournament Format

- A. Please make sure that all schools assigned to your sectional know where to access the schedule and location information for your tournament. Remember- Sectional tournaments may start at either 4:00 or 4:30 p.m.
- B. **TOURNAMENT QUESTIONS:** Will be sent directly to the assigned moderators.
- C. **REGIONAL ENTRY FORMS:** You can print a copy of the Regional Entry form in your Host Center on the IESA website.
- D. Each round of play should begin at the same time.
- E. Room set-up reminder: Please set-up your competition rooms as closely as possible to the diagram.



- F. Close the door at the beginning of each match and keep it closed until the 2-minute half-time. After the half-time, the doors will close again and fans will not be permitted to re-enter. The purpose of this requirement is to keep distractions to a minimum for participating teams and officials.
- G. Teams may switch sides at the half at the request of one coach. It does not have to be agreed upon by both of the coaches.
- H. **BRACKET SET-UP:** Sectional tournaments will be set-up as follows. The bracket playing order will be automatically set for each sectional.

4: Four-team sectional for round-robin competition are as follows

Round 1

A vs. B
C vs. D

Round 2

A vs. D
B vs. C

Round 3

A vs. C
B vs. D

If there is a tie for first following round-robin play, please refer to Rule 1, Section 6 in the Scholastic Bowl Rule Book.

Bracket will be automatically set by the IESA.

Site Specifics - 2 Rooms, 2 Moderators, 6 Matches

- I. All matches in Sectional competition shall be played.

8. Tournament Policies

- A. **CLARIFICATION TIME-OUTS:** Clarification timeouts may only be used to clarify match procedures. A clarification time-out must be requested by the coach before the reading of the bonus question or the next toss-up category is given. Only one clarification time-out by each team per match is allowed.
- B. **PROTESTS:**
- Answers may not be protested.
 - Once a match has begun, it cannot be protested.
- C. **CROWD CONTROL:** While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
- The ideals of good sportsmanship must be maintained at all times. Persons who refuse to cooperate should be reported to tournament management. If necessary, they should be removed from the premises.
- D. **EJECTION:** If a player, coach, or fan is ejected from a contest for unsportsmanlike conduct during your contest, please notify the IESA Office of the ejection. Players ejected from a contest will be ineligible for all remaining interscholastic contests the day of the ejection and the next interscholastic contest. Coaches ejected from a contest will be ineligible for all remaining interscholastic contests the day of the ejection and the next two interscholastic contests.
- E. **TOURNAMENT QUESTIONS:** Coaches from the host school are not permitted to review any of the questions prior to tournament play.

- a. No reproduction of questions- written, videotape, or tape recorded- is permitted at any level of IESA state series tournament play by competing schools or visitors. The questions used for state series play are copyrighted.
- F. All tournament matches within sectional competition shall be played.
- G. All fans that attend IESA state series contests must wear shirts at all times.
- H. Prayer at an IESA state series contest that takes place over a public address system is prohibited.

9. Format for State Series Question Sets

- A. A match will consist of 24 toss-up questions and 20 bonus questions.
 - a. All bonus questions will be 4-part questions.
 - b. Half-time of a match will take place after the 12th toss-up question and accompanying bonus question are read.
- B. The sectional questions sets will consist of 3 rounds. Question sets will be sent directly to the moderators hired for your sectional.
- C. Tiebreakers
 - a. Match tie-breaker toss-up questions (green set) should be used to break a tie at the end of a match.
 - b. Pool play tie-breaker questions (pink set) are available if needed, to break a tie, at the end of pool play.
 - c. Please see the 2017-18 Scholastic Bowl Rules for tie-break specifics.
- D. Question Set Colors
 - a. White- Toss-up questions
 - b. Blue- Bonus questions
 - c. Green- Match Tiebreaker Toss-ups
 - d. Yellow- Replacement Toss-up and Bonus questions
 - e. Pink- Pool play Tiebreaker Toss-Up and Bonus questions

10. Awards

- A. **SECTIONAL PLAQUE:** The sectional plaque will be sent to you from our supplier in Princeton (A&M Products).
 - 1. If you have any problems receiving your plaque, contact the IESA Office as soon as possible.
- B. **INDIVIDUAL RIBBONS:** The sectional ribbons will also arrive from our supplier in Princeton (A&M products). There will be 18 blue ribbons for the members of the championship team and 18 red ribbons for the members of the runner-up team. ***Please look for the ribbons in the mailing with the plaque.***
- C. **AWARDS PRESENTATION:** Present the sectional winner with the blue ribbons and the plaque at the conclusion of the tournament. The runner-up will receive the red ribbons. Please let the sectional winner know that they will receive information concerning the state tournament from the IESA Office via email.

11. Moderators/Scorers/Timers

- A. The officials for each match in the state series will include a moderator, one scorer, and a timer. The moderator has the final authority and all decisions are final.
- B. **HIRING MODERATORS:** The IESA will contract two moderators for each sectional. The IESA Administrator may ask for assistance with moderator names in your area.
- C. **COMMUNICATION WITH MODERATORS:**
 - a. Be sure to contact the moderators with specific information about parking, etc.
- D. **HEAD SCORER:**
 - a. They will enter the team rosters, note every attempted answer, note every correct answer, record the running score.
 - b. Notify the moderator if anyone is communicating illegally. Serve as an assistant judge.
 - c. Mark both team and clarification timeouts on the score sheets.

- d. Have the moderator sign the score sheet at the conclusion of the match.
- E. **TIMER:** Responsible for the timing during a match.
 - a. Should be familiar with timing responsibilities during a match.
 - b. Serves as an assistant judge and should notify the moderator if anyone is communicating illegally.
- F. **If you are having trouble finding scorers and timers, ask participating schools to assist by bringing a scorer and timer with them to help fill these positions.**
- G. Please note that the IESA removed the requirement that scorers and timers at the regional and sectional tournament should be 18 years or older so that host schools could use high school team members who have knowledge of the game and its rules. However, junior high students may not be used in these positions.
- H. **PAYMENT:** Sectional moderators should be paid **\$40.00** per match with no mileage. Scorers should be paid \$5.00 per match. Timers should be paid \$5.00 per match. Moderators, scorers, and timers should be paid the day of the tournament.

12. Emergency Planning

- A. **Please make sure that your tournament manager is visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them.**
- B. Review your school's emergency plan with those who will be working your tournament.

13. Weather Instructions

- A. **Contact information**
 - a. Make sure that you get an emergency phone number for each team that will be participating in your regional tournament. This should be a number for a phone that will be travelling on the team bus.
 - b. Make sure that each team participating in your sectional has a phone number for your tournament manager. This number should be for a number that will be answered after school hours.
- B. **By-law 5.074:** Teams that cannot attend a scholastic bowl regional or sectional due to weather may forfeit without penalty. However, only when a majority of the schools scheduled to compete in the contest are not able to participate due to weather will the contest be rescheduled.

14. Coaches Meeting

It is recommended that a coaches' meeting be held prior to the start of the first match, in order to clarify procedures, introduce the tournament manager, and provide an opportunity to answer any coach's questions.

This should be scheduled 15 minutes prior to the start of the first round of tournament play.