



# Your Tournament



# CONDUCTING TOURNAMENTS

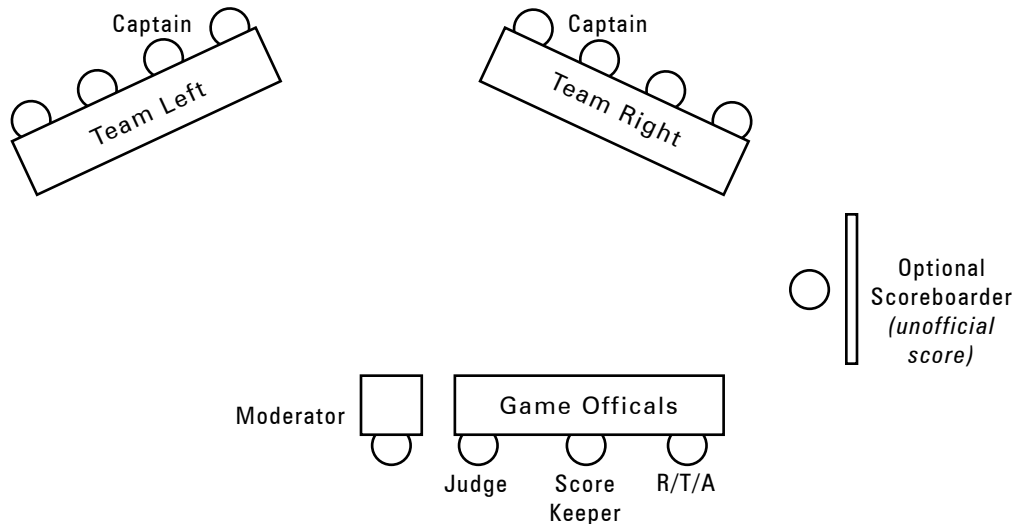
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A College Bowl match is an exciting and fast-paced contest and as much a spectator sport as it is a thrilling experience for the players. Like any other sport, the physical environment and care taken with the tournament site details directly affect the players' performances.

## GAME ROOM SET - UP

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College Bowl can be played anywhere that eight players and four game officials can get together, but it certainly adds to the excitement to use a room large enough for an audience. A large meeting room is ideal, but a ballroom, auditorium, theater or lecture hall also work well. You may want to set your tournament in a location with a built in audience, such as a visible part of the student union, near the cafeteria, or in a residence hall.



## GAME PACKET PREPARATION

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A designated official, preferably the tournament director, must go through all game packets in advance of any scheduled match. Review each packet for the following:

- ✓ Each packet should contain two complete sets of questions and answers. One set is for the moderator, one is for the judge. The toss-up questions are yellow and the bonus questions are white. There are 28 toss-ups and 25 bonus questions in each set. Each question is numbered with the packet number and the question number (i.e., College Bowl CP 03-04 #10; T-15 is toss-up question number 15 in packet ten).
- ✓ If you find what you believe to be a factual error, contact College Bowl headquarters at 800-234-2695 for substantiation and help in correcting the problem. Remove such questions from the moderator's and judge's packets until (or unless) you can call.
- ✓ If you are running simultaneous matches with the same packet, you may copy the games. Be sure to check that all questions appear in the same order.
- ✓ The moderator and judge should review the questions in advance of each game. It is best, if the personnel is available, to alternate moderators so that they can review the questions in the game period preceding of each game they read.
- ✓ Be sure to keep the questions sealed and under security. Game packets should be reopened by the moderator just before each game.

## EQUIPMENT NEEDS

The most important piece of equipment is the **lockout system**. The College Bowl system is sold and/or rented to schools by the College Bowl Company, Inc. Many schools in the area have systems you may be able to borrow. Some ACUI regions have lockouts you may borrow or rent as well. The engineering department on your campus may also have home-built versions available.

A podium for the moderator, two tables with four chairs each for the teams, a table and chairs for the judge, announcer, reset/timer/announcer and scorekeeper, a chalk or marker board for the Scoreboarder and chairs for the audience complete the minimum set-up needs. The diagram on the previous page indicates the best way to arrange these elements, but you are free to modify it.

A clock with a large sweep second hand is helpful to the players, although a stopwatch or kitchen countdown timer can serve as the game clock. A large GraLab type clock (used in athletics and photo labs) is the best, as it has a large face and a buzzer which sounds when time is up. In addition, the buzzer system can be plugged into it, so that no player can buzz in on a toss-up after time is up.

While a public address system is not crucial, it can help your tournament. Ideally, the moderator, judge, announcer and captains of each team will have a microphone. Modify this depending on the room and size of the audience you have.

It is recommended that you do a dry-run of the staging in the room(s) in which the campus tournament will take place to ensure that everything is working properly. This should occur a few days before the tournament so that you have time to correct any problems.

## EQUIPMENT CHECKLIST

- ✓ Team tables (2)
- ✓ Players' chairs (8)
- ✓ Lockout system, with spare parts
- ✓ Extension cords/surge protector for lockout
- ✓ Table and chairs (3) for game officials
- ✓ Moderator's podium
- ✓ Chairs for audience
- ✓ Moderator's questions (pre-read)
- ✓ Judge's questions
- ✓ Scoresheets (copied)
- ✓ Rules for moderator and judge (copied)
- ✓ Easel, scoreboard and markers
- ✓ Pencils and paper for players
- ✓ Pencils for game officials
- ✓ Whistle
- ✓ Clock, stopwatch or kitchen timer
- ✓ Individual player nameplates
- ✓ Team nameplates (templates on CD-ROM)
- ✓ Wall chart to track tournament scores
- ✓ Extra schedules and copies of the rules
- ✓ Water and glasses (optional)
- ✓ Microphones (if required)
- ✓ Skirts for tables (optional)



# CAMPUS TOURNAMENT

All your preparation has led you to this point. Your volunteers are trained, your teams are ready and your audience is champing at the bit to see the games. Now what?

## SET THE FINAL GAME SCHEDULE

The simplest format for campus tournaments is Single Elimination. This format has many advantages that make tournament planning easy for you. 1) Because it is the favored format for athletic tournaments, it is familiar to most participants. 2) it requires the least number of games and campus resources. 3) It can easily accommodate a large number of teams when necessary.

On the next page, you'll find a completed chart for a ten-team tournament. There are quick notes to guide you through the set-up process. You will notice that each chart is slightly different. The more teams you have, the fewer "Byes" there are on the chart.

A "bye" is not played (hence, there is no space to write in another team name). The teams matched against a "bye" in the first column automatically advance to the next column.

Other tournament options to consider are Double Elimination and Round Robin. The pros and cons of each format appear in the table below. Additionally, we have included a "Game Counting" chart to further assist in your planning needs

The College Bowl Program team is happy to assist you with tournament planning questions. Please feel free to contact us, if you need assistance with other tournament formats. On the following pages you will find charts and examples for 10 team tournaments. The charts are designed to assist in your planning and to track the results of your completed tournament. Charts for 11-32 team tournaments are available on the CD-ROM.

### Single Elimination Tournament

*Pros: Accommodates a high number of teams; low resources needed*

*Cons: Good teams may be eliminated after one bad match*

**# of games:  $x-1$  (ie: 10 teams=9 games)**

### Double Elimination Tournament

*Pros: Every team plays at least twice; most popular tournament format*

*Cons: Can be time consuming and resource intense; good teams could still suffer from a bad draw*

**# of games:  $2x-1$  (ie: 10 teams=19 games)**

### Round Robin Tournament

*Pros: Every team plays every other team once; good format for small team numbers*

*Cons: The most time and resource intensive; no "build up" to a final championship*

**# of games:  $((x)(x-1))/2$  (ie: 10 teams=45 games)**

## POST TOURNAMENT CHARTS

Post copies of the final game schedules as part of your final promotional push. Students can see when they're favorite teams are playing and make plans to attend.

If you're running your tournament over several weeks, you can post updated schedules to increase anticipation for the final match-up.

## MEET WITH TEAM CAPTAINS

Make sure your team captains understand when and where they need to be for their first match. Pass out copies of the rules and briefly discuss any questions they may have. Double check player and team name spellings (for nameplates). Also confirm that there are no last minute player changes.

## DOUBLE-CHECK EVERYTHING!

Are the rooms reserved? Do you have enough volunteers? Enough chairs for the audience?

Ideally, you should run a few practice halves to make sure your tournament staff is up to snuff. If available, have your volunteers review the training video and ask any unresolved questions. Take a deep breath, we're almost there!

## CONGRATULATIONS

Game day is here...

On the day of the tournament, you'll give the player and team nameplates to the captain for their match(es). Expect the unexpected and make sure you have extra nameplate stock, team sign-up forms, tournament schedules and copies of the rules on hand.

Plan on 45 minutes per game for the first two games and 30 minutes per game thereafter. Game play should last about 20 minutes per game (with a 4 minute half time break). The extra time allotted will allow flexibility to discuss any game discrepancies. Between game tasks include: re-setting nameplates, refreshing water, pencils and paper on the tables, double-checking scoresheets, collecting used game packets, handing out new games to the judges and moderators, cleaning the scoreboards, recording scores on the tournament charts, etc.

As soon as the tournament is concluded, you should work with the Coach to begin the selection of your Varsity Squad. These players will be the core group from which you select your Regionals team.

Most importantly, don't forget to thank all your volunteers and teams for their hard work. We've provided a letter (in Microsoft Word format and pdf on your CD-ROM) that you can personalize and send to all the tournament participants.

# 10 Team Tournament Chart

Teams paired with "BYE" do not play. Those teams **automatically advance** to the next round, where they will play an actual game against another team. For example, Teams 1 and 2 both have "BYE" in Round 1. They will play **each other** in the first game of Round 2. After a game is complete, the "Winner" moves into the next box on the chart, until the Tournament is complete.



# 10 Team Tournament Chart

Teams paired with "BYE" do not play. Those teams **automatically advance** to the next round, where they will play an actual game against another team. For example, Teams 1 and 2 both have "Free Games" in Round 1. They will play **each other** in the first game of Round 2. After a game is complete, the "Winner" moves into the next box on the chart, until the Tournament is complete.

