

Sponsored by OASL

Oregon Battle of the Books Regional and State Manager Manual 2017-2018

This document is intended to provide resources to assist regional and state managers in organizing their competitions. It is important for regional managers to follow standard procedures across the state. Only the handouts included in this manual should be distributed to participants and volunteers.

All information included in this manual is consistent with the Official
OBOB Handbook 2017-2018

The OBOB Project is supported in part through a an LSTA grant from the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Oregon State Library and is supported by the Oregon Association of School Libraries--a division of the Oregon Library Association

For more information and resources, visit our website:

<http://www.oregonbattleofthebooks.org>

TABLE OF CONTENTS

Section	Page
<u>Regional OBOB Competition Guidelines</u>	4
<u>Regional planning committee tasks</u>	4
<u>Budget Guidelines</u>	4
<u>Pre-competition: Coach/Team Contacts</u>	6
<u>Pre-competition: Other Contacts</u>	6
<u>Competition Preparations</u>	6
<u>Volunteer Preparations</u>	6
<u>Site Preparations</u>	7
<u>Registration</u>	7
<u>Tournament Hosting</u>	7
<u>Tournament Structure</u>	9
Preliminary Pool Play	9
Tie Breakers	10
Bracket Play	10
Sample Tournament Schedules	11
<u>Scoring</u>	11
<u>Schedule</u>	12
<u>Questions</u>	12
<u>Follow-up</u>	12
Miscellaneous Instructions	
<u>Facilities</u>	13
<u>Classroom Furniture</u>	13
<u>Room Packets</u>	13
<u>Team Packets</u>	14
<u>Volunteer Check-in</u>	14
<u>Registration Table</u>	14
<u>Opening General Session</u>	15
<u>Battle Officials</u>	15

Appendices

Handouts and sample forms

A	<u>Tournament Rules and Procedures</u>
B	<u>Battle Officials: Moderator Role</u>
C	<u>Battle Officials: Roles of Coaches, Judges, Scorekeepers, Timekeepers</u>

D	<u>Pool Play Battle Schedules (see samples)</u>
E	<u>Bracket Play Structure</u> Awesome 8 Sweet 16
F	<u>2017-2018 Official Titles</u> 3-5 6-8 9-12
G	<u>Media Release Form (model)</u>
H	<u>2017-2018 Certificate (for teams competing in Regional Tournament)</u>
I	<u>Parent Permission Form (optional)</u>
J	<u>Score Sheet (16 questions)</u> Tie Breaker Score Sheet
K	<u>Score Sheet (32 questions)</u>
L	<u>Score Sheet Filled In (sample)</u>
M	<u>Door Sign (Battle in session)</u>
N	<u>Signage for Registration Table (3)</u>
O	<u>Sample Press Releases</u> Pre event Post event
P	<u>Opening Session Disclaimer</u> <i>(regarding purpose of OBOB/volunteers and sportsmanship)</i>
Q	<u>Opening Session Script</u>
R	<u>Coach/Judge Disclaimer (room packet)</u>
S	<u>OBOB State Team Form</u> (Regional Manager to submit 2 weeks prior to State Competition)

Regional and State OBOB Competition Guidelines

Regional/State manager will take the lead on local arrangements.

Regional/State manager will recruit a team of volunteers to assist with competition planning and management.

Regional/State manager will delegate tasks to members of the planning committee.

I. Regional/State planning committee tasks

The OBOB Statewide Committee has added two Regional Mentors to the Executive Committee. These new positions were created to help Regional Managers; please be sure to call them with questions and concerns.

Heidi Pramuk serves as the Grades 3-5 Regional Mentor and may be reached at

obob3to5regionalmentor@gmail.com. Christy Sander serves as the Grades 6-12 Regional Mentor and may be reached at obob6to12regionalmentor@gmail.com/

Please note that there are a number of tasks involved in preparing for and running the regional and state competitions. Some of the tasks listed below are briefly mentioned in one segment and then further explained later. So please do not panic when you might think that you don't understand what to do. Those of us who have compiled this manual recommend that you read through the whole manual at least once before you do anything. And if you are a new regional manager not only do we thank you for stepping up to the plate but we also suggest that you read this manual a couple of times and then call the Regional Mentor for your age group and ask lots of questions. Remember, we have all been a first year regional manager at some point!

A possible regional planning team might be made up of sub managers in charge of:

Registration, Battle master, Facilities/logistics, Volunteers, Questions, Refreshments & sales, Printing & packet preparations, Scoring, and PR/photos/awards/recognition.

Budget Guidelines

A general budget for each Regional and State tournament is suggested to be \$1,000.00 to cover building rental (\$500.00), stationery supplies and copying (\$200.00), and refreshments for the volunteers (\$300.00). Actual expenses will vary from place to place. Some buildings do not charge for building use, some schools donate some or all of the copying and stationery supplies. Some coordinators are able to procure donated refreshments. If you anticipate that more funds will be needed, please contact the State OBOB Committee Financial Chair (the email and phone number are listed below). Managers will only be reimbursed for necessary expenses (face painting and balloons, photo booths, bouncy-houses, etc. are not considered necessary expenses). Please use the form on the next page to submit your expenses. Note that your request for reimbursements should be submitted within 2 weeks of the Regional event. For further information please contact Korie Buerkle, OBOB Finance Chair obobfinancechair@gmail.com or call her office at 503 554 7734.

It is mandatory for liability purposes that every Regional and State Manager obtain a certificate of insurance. One may be provided through OLA (Oregon Library Association). Contact Shirley Roberts at sroberts.ola@gmail.com or call her at 541 962 5824. You will need to let her know what the event is, the date and the location. She will contact the insurance carrier and they will create the certificate and Shirley will forward it to you.

**OREGON LIBRARY ASSOCIATION
EXPENDITURE REIMBURSEMENT REQUEST FORM (ERRF)**

Date:

Make Payable To:

Address:

Phone Number AND Email:

Fax:

Committee: OBOB/OASL

Authorized By:

Budget Line to be used for expenditure:

Each request must be authorized by the appropriate committee or round table chair, division president, or the OLA President or Treasurer. Requests without an appropriate signature will be referred back to the committee, round table or division. This can Result in significant delay in processing payment.

CHECK APPLICABLE CATEGORIES AND ENTER AMOUNT IN EACH. PLEASE REMEMBER TO ATTACH RECEIPTS.

X	Category	Amount	To Lobby Public Opinion?	To Lobby Legislative Body?
	Supplies			
	Postage			
	Printing			
	Other (describe):			
	Total			

Submit to:

obobfinancechair@gmail.com

OR

Korie Buerkle,
OBOB Finance Chair
Newberg Public Library
503 E. Hancock Street
Newberg, OR 97132

Regional Managers:

- Please submit all reimbursements within **2 weeks** of your Regional event.
- Reimbursements are for allowed expenses only. Please contact the Finance Chair if you are unsure.

Thank you,
Korie Buerkle, obobfinancechair@gmail.com
503 554 7734

Pre-competition: Coach/Team Contacts

Prepare a list of participating schools in your region pulled from the official OBOB Participant Spreadsheet. School names, coach contacts, emails, etc. can be found on the website.

Check your region's registered schools for accuracy. There may be duplicates that need to be figured out and sometimes schools select the incorrect region number when they register.

Request a confirmation response from each school so you can proceed with planning the tournament around a definite number of teams at each level.

Request pre-registration of teams with names of team members identified 2 weeks prior to regional event. *Send reminder emails if no response. It is sometimes necessary to call school representatives for the information.*

Some region managers set up an online pre-registration form.

Include in the email contact with schools/coaches:

- Confirm date, time, and place of tournament
- Map to school to be used as regional site
- Schedule
- Pool Play assignments (tentative)
- Rules and procedures (Appendix A)
- Reminder to bring a set of books (in closed bag)
- Reminder-- Each coach will need to serve as a co-judge in the battles or provide a designee if necessary.
- Request cell phone numbers for coaches to facilitate contacts at the event.

If any questions arise regarding the participation of school teams, refer to "General Player and Team Rules" in the official OBOB Handbook 2017-2018.

Email participation certificates to schools for team coach printing. (Appendix H)

Pre-competition: Other Contacts

Contact host school to reserve rooms and equipment needed. A certificate of insurance is needed and may be obtained through OLA (specific information is located under Budget Guidelines) Send date to OBOB chair for posting on website.

Determine budget that OBOB will provide for staging your regional tournament and communicate with OBOB Finance Chair who coordinates the work of Region Managers. Typical expenses can include printing, timers, supplies, and refreshments for volunteers, & "thank you" tokens.

Negotiate arrangements with the school or district to "comp" the use of the facility. Reimbursement for custodial expenses is reasonable and typical. (see section on Budget)

Recruit adult and student volunteers. Solicit names from participating schools and the community. Encourage participating schools to send volunteers to assist as moderators, time and score keepers in addition to sending a coach/judge. *Consider recruiting local high school and/or college service club members or Honor Society chapters.*

Some regions invite local dignitaries or celebrities to make an opening welcome statement and to read questions or just observe. Don't be shy about asking, they love to be seen at this type of positive event.

Contact local media outlets to arrange for publicity for the regional tournament. Prepare press releases about the regional. For a sample press release see Appendix O. (Also see "How to Manage Public Relations" in the OBOB Handbook)

Some regional managers have found creating a website with this information and the necessary forms to be helpful.

Prepare blank nametags or school nametags for team members and coaches (no student last names.)

If yours is a large regional, you may need to arrange for lunch options. Often local service clubs or other groups are interested in selling lunch items as a fundraiser. If selling items is not feasible, remind coaches that team members should bring sack lunches in case they advance in bracket play.

Some regional managers have invited an author to appear at the tournament. An author talk and/or book signing might be a good event to plan while scores are being tallied prior to bracket play.

Many regional managers contact a local bookstore to set up a book fair to sell books already identified for next year's OBOB competition.

Competition Preparations

- Handle registration of teams and creation of battle schedule for Preliminary Pool Play.

- Set-up score spreadsheet the day before event to auto calculate on a computer.

- Provide nametags and labels for adult and student volunteers. (reader/moderators, timekeepers, scorekeepers)

- Purchase or borrow stopwatches as needed for number of rooms in Pool Play or use "smart" phones.

- Receive pins for winning teams from OBOB Outreach Chair.

- Prepare documents for Room Packets. *(contents detailed below)*

- Prepare documents for Team Packets. *(contents detailed below)*

- Prepare map of school (with battle rooms designated).

- Prepare poster of room assignments for pool play.

- Prepare poster of brackets and room assignments ready to fill in as play proceeds.

- Assign a team to prepare rooms for competition the evening before the event.

Volunteer Preparations

Provide time and space for training of all volunteers prior to start of play. Communicate to volunteers (reader/moderators, judges, timekeepers, scorekeepers) the expectation that they must attend the volunteer training.

You may request assistance from the State OBOB Committee in contacting experienced trainers in your area who may be willing to help out.

Arrange for water and refreshments for volunteers. Check on available budget for your region.

'It is always nice for the volunteers to have a staffed room where they may leave their belongings, pick up snacks & water and receive additional assignments after the pool play rounds.

Prepare Room Packets to distribute to Reader/Moderators at the training.

Assign a reader/moderator, timekeeper, and scorekeeper for each battle room ahead of time. *Coaches are expected to act as co-judges when their teams play, so they will not need to be assigned.*

In advance of tournament verify names of coaches or their designee who will accompany each team and serve as co-judge. Note: Some coaches have teams in more than one division.

Plan for a few extra volunteers in case of absentee moderators, timers & scorekeepers.

Recruit local students to begin the day at key areas to direct teams and others around the building.

Provide a short presentation as a training for officials of a well-run competition. A slide show and/or video may be available on the OBOB website. Check link OBOB website www.oregonbattleofthebooks.org – Regional and State Resources

Identify those responsible for “running” score sheets/questions to main tally station at the end of each round.
It is suggested that the main tally station be a room other than the volunteer room.

Send reminders and directions to volunteers via email.

Organize a “cleanup crew” to help put facilities back in order. (contact school service clubs)

Organize pool play schedule of battles. See Appendix D for sample schedules of how to rotate teams so that each team plays twice.

Site Preparations

Post directional signage to the OBOB event at the site.

Have student volunteers arrange furniture in rooms ready for battles (preferably the night before)

Create a sample room and/or diagram of how the rooms should be set up.

(If the school has “Smart Boards” make sure that they are either covered with butcher paper or labeled with a sign “Do not write on the Smart Board”)

Make prior contact with teachers whose classrooms will be in use for the event and ask them if they could provide white board space for scorekeeping. Offering a diagram of how the room will be set up will help them to clear the front of the room.

Create signs for room doors “Battle in Session; Do Not Enter” (see Appendix M).

Designate a hospitality room where refreshments for volunteers will be available.

Designate a scoring room that allows scoring volunteers to work uninterrupted.

Provide list to custodians of classrooms and other locations to be used at the event.

Assign the rooms that will remain in use for bracket play.

Registration

Team Check-in (by coach) – when all team members have arrived.

Verify team roster of names.

Distribute Team Packets to coaches.

Make extra handouts available for parents & others to pick up near registration table.
(i.e. schedule, title list, rules)

Tournament Hosting

Gather team participants and parents in an auditorium or gym for general opening session.

This should occur simultaneously as readers and coaches are in volunteer training.

Host the general opening session or designate another host.

This is a good time to have a local celebrity or official give a brief welcome.

Hang poster of brackets and room assignments for bracket play – keep updated as play proceeds. *Some managers will project this information via computer & projection device.*

See Appendix E for sample bracket structure.

The OBOB committee prior to the regional competitions will set the number of teams advancing to the state competition. Every region will send at least one team to state per division.

Recognize winning teams at the conclusion of play and present OBOB pins.

Take photos of winning teams to include in press releases to local media.

Tournament Structure

PRELIMINARY POOL PLAY

New this year: We encourage Regional Managers to offer two rounds of Pool Play so that teams have more opportunities to battle. However, it is up to each Regional Manager to decide to have one or two rounds of Pool Play. The suggested schedules in this Manual are for two rounds of Pool Play.

Set up round robin matches in groups of three teams.

Each team plays two out of three matches.

If your total number of teams is divisible by three, room assignments are simple.

Example:

9:00 Team A vs. Team B

9:20 Team B vs. Team C

9:40 Team A vs. Team C

If the total number of teams is not divisible by 3, then you need to adjust the room assignments of two teams that will need to switch rooms during pool play. Be sure that these teams are assigned to rooms that are close to each other to facilitate the switching.

Example: Scheduling of 16 teams (divisible by 3 plus 1 remaining team = 6 rooms)

You would need 4 rooms with 3 teams each and 2 rooms with teams that have to switch rooms as in the following example:

Pool 5 Room 5

9:00 Team P vs. Team O

9:20 Team O vs. Team N

Pool 6 Room 6

9:00 Team N vs. Team M

9:20 Team M vs. Team P

Example: Scheduling of 8 teams (divisible by 3 plus 2 remaining teams = 3 rooms

You would need 1 room with 3 teams each and 2 rooms with teams that have to switch rooms as in the following example:

Pool 2 Room 5

9:00 Team A vs. Team B

9:20 Team B vs. Team C

9:40 Team A vs. Team E

Pool 3 Room 6

9:00 Team C vs. Team D

9:20 Team D vs. Team E

Be prepared to adjust room assignments at the last minute since there can be “no show” teams.

When creating the pool plays, try to match teams with teams from school districts other than their own district.

Along the same line, try not to pair specialty schools together (for instance, two private religious schools).

Please retain the pool play combinations and use it as a reference the following year so that teams are not paired with the same school as the prior year.

Bracket seeding is based on total points earned in pool play.

Wins in the preliminary rounds do not determine which teams move on to brackets.

TIE-BREAKERS

If there is a tie between two or more teams for the final position in bracket play (8 or 16), then a tie-breaker battle will need to be quickly scheduled with those teams.

See #27 in the Official Rules and Procedures for tie-breaker instructions.

Tie breaker questions are included in the question sets, but no tie-breakers will be used during pool play.

Tiebreaker questions are only used to determine placement in brackets after final pool play tallies are done. A

Tie Breaker Score Sheet is provided in the Appendix section.

BRACKET PLAY

The number of teams that will advance to bracket play will depend on the total number of teams competing in that division.

16 or more teams competing = top 16 teams advance (Sweet 16)

then on to Awesome 8 and Fabulous 4

8 - 15 teams competing = top 8 teams advance (Awesome 8)

then on to Fabulous 4

There can be some adjustment in how far Bracket Play is extended. Larger regions send more than one team

to the State competition and, therefore, do not have to hold semi and final battles but can send the top 3 teams among the Awesome 8 winners. The scores (highest to lowest) would determine the ranking. However, remember that these readers are competitive and will want to know their rankings. It is advised to have a Championship round with the top four teams.

At some regionals plans for lunch may be a problem so shortening play may be necessary if there is to be only one round of Pool Play. Be aware that teams and coaches may want to see a final match held so first place is determined via a Championship battle. A consolation match may be held simultaneously as the final match to identify the tournament's third and fourth place team. Playing through the final match provides the teams more experience in competing in preparation for State. Final battles are 32 questions.

Smaller regions might only be sending one team per division to State and can begin bracket play with the top 4 teams from Pool Play; however, it is recommended that an Awesome 8 bracket be played even if there are less than 8 teams. Since time constraints do not impact smaller divisions, it is a better experience for the students to get to play more times.

See Appendix E for bracket diagrams.

Print a few 32 Question score sheets to have ready for use in each division's final match. All other battles will use 16 Question score sheets.

SAMPLE TOURNAMENT SCHEDULES

We offer three different model schedules in Appendix D that you can adapt for your region's divisions.

There are two factors to consider when developing your schedule and room assignments

- a) the number of teams participating in each division and
- b) whether the number of teams is divisible by 3 with no remainder, 1 remainder, or 2 remainders.

Scoring

Create a "point spreadsheet" prior to the competition to enter and have computer calculate totals.

Investigate projecting this in the auditorium or commons area instead of using a large poster.

It can be smoother communication in addition to lessening possibility of any mistakes.

Keep track of points as scores are reported for purposes of determining seeding for bracket play.

Advancement of teams from Pool Play is determined by tally of points earned in those two or four matches. If ties occur for bottom spots, tie-breaker matches will need to be held.

All rounds of play will use the 16 Question score sheet (8 IWB [In Which Book] & 8 content).

Only FINAL matches in each division will use the 32 Question score sheet.

Identify at least 2 volunteers to cross-check scores and 2 volunteers to check entries on the computer before anything is presented to auditorium, etc.

See Appendix for scoring samples and bracket structure.

Schedule – this schedule is for two rounds of Pool Play. If there is to be only one round of Pool Play adjust the timing as needed

7:30 – 9:00 am Registration of teams

8:00 am Training of volunteers

9:00 – 9:15 am General opening session for participants and parents

9:15 – 10:15 am Pool Play Round 1

10:30 – 11:30 am Pool Play Round 2

11:30 am Announce teams to continue to Sweet Sixteen

Depending on the number of teams in the region and each division, it can mean as many as 4 rounds (beginning with the top 16 teams) or as few as 2.

Plan for tie breaker matches possibly needed prior to bracket rounds.

11:30 – 12:30 Lunch Break

12:30 – 1:00 Sweet Sixteen Round

1:00 – 1:30 Awesome Eight Round

1:30 – 2:00 Final Four Round

2:00 – 2:30 Championship Round

2:30 – 2:45 Awards and Photos

Questions

Prepare Questions: copy, cut, sort, place in envelopes w/labeling of round, room, teams, etc.

Clearly label round 1, round 2, round 3 since reader/moderators must go in order-especially when some teams may need to switch rooms.

Receive instructions on creating question sets that will be sent by OBOB Question Chair.

Maintain security for competition questions (organized and labeled in rounds).

Room packets should include the 6 (or 3 if only one round of Pool Play) question sets needed for Pool Play rounds, but questions for bracket play should be dispensed as needed to reader/moderators.

Follow-up

Clean-up crew restores rooms and all equipment as they were before OBOB.

Keep track of receipts for reimbursement from OBOB Finance Chair.

Prepare basic thank you notes, cards or a few chocolates in a gift bag (from the Dollar Store) for volunteers at the competition.

Report regional winners' names to designated state manager two weeks prior to the State competition. You may use the form in Appendix T or your own version of it. It is recommended that the regional managers photocopy this form as needed and put the blanks into the battle packets for the final battles (and 3rd-place battles or semifinal battles, if more than two teams from a division in that region are qualifying).

Send out press releases that include names of regional winners and photos as appropriate.

Encourage region schools to have students, parents, and teachers to fill out Survey forms on the OBOB web site. *Input is needed from those who may not have attended a regional.*

II. Miscellaneous Instructions

Facilities

Need large group space for 200-800 students, parents, & coaches

2-4 tables for registration of teams

8-32 classrooms needed for simultaneous Pool Play

Volunteer room

(with a sound system and projector for training purposes, seating, tables or a counter for setting out any food offerings, and a clear white board or lots of butcher paper will be needed for volunteers to sign up for matches after pool play)

Scoring room

Restroom access

Microphone/PA System for the large group area

(Have a spare battery available for the microphone)

Have facilities open by 7:00 am (set up classrooms on Friday afternoon if possible).

If the competition location is "computerized" make sure that not only the doors are unlocked but also the hall and bathroom lights are programmed to come on. And be sure to have the phone number of the head custodian just in case...

Provide 4-5 walkie/talkies for ease of communication or provide exchange of cell phone numbers so key team members can communicate during the event. If using cell phones be sure that they are on vibrate.

Set up computer and projector if planned for projecting scores and brackets.

Classroom furniture

4 chairs arranged in clusters on each side of front of room. The chairs can be arranged around a desk if desired.

Teams should face the reader/judges rather than the audience

table or podium in the center for reader/moderator

chairs on each side of reader/moderator for two judges (coach/judge sit opposite their teams)

white board, easel and pad, or overhead projector for scoring for audience

(marking pens, etc.)

chairs at BACK of room for audience viewing

Room Packets

Use 9"x12" manila envelopes with instructions attached to envelopes.

Label room packets with room numbers, moderator name, and teams battling.

Include where scores are to be reported on instruction sheet.

Items to include:

List of official OBOB book titles and authors for that division See Appendix F. (bookmark)

Rules/Procedures from OBOB handbook. See Appendix A (not entire OBOB Handbook)

Duties of Battle Officials See Appendix B and C

(Reader/Moderator, Judge(s), timekeeper, scorekeepers)

Score sheets – 16 Q score sheets pre-labeled if possible. (See Appendix J)

Question sets (6 or 3): Labeled for each Pool Play round. (e.g.. round 1, round 2, round 3)

(No tiebreaker questions will be used in Pool Play)

Disclaimer: Coaches/Co-judges Statement (Appendix R)

Door sign "Battle in session" (Appendix M)

Map

Coin for coin toss (*use a poker chip, penny or a nickel because you won't get all of them back!*)

Stopwatch or have time keeper use a mobile phone

Post-it Notes

Pencils/Pens

White board marker and/or marker pen

Clipboard (optional)

Team packets

Pool Play Battle Schedule

Team/Student name tags (set up ahead with school name)

Students who are not allowed to have their picture taken should have a colored dot or line on their name tag (red is good and bright)

Tent sign with name of team

Coach name tag

Rules/Procedures from OBOB handbook. See Appendix A

Map of the school with the pool play rooms designated

Certificates should have been emailed to coaches prior to event. (Appendix H)

Volunteer Check-in

Prepare check-in list or sign-in sheet for volunteers.

Prepare Volunteer Job List: assign volunteers for each round, role, job need.

(Try to use adults--especially those who have experience with OBOB--for the position of moderator. High school and college students make wonderful time and scorekeepers.)

Provide name tags for volunteers (blanks that they can fill in)

It is helpful to print out labels for "moderator", "scorekeeper", "timekeeper" to attach to nametags of battle officials.

Distribute nametags (lanyards and aprons at State)

Assign each volunteer their pool play room and advise them that the moderator for the room will have all of the forms, stopwatch, etc.

Advise volunteers to check back into the volunteer room to receive further assignments after the pool play.

Some volunteers won't be able to stay for the whole event.

Set up extra jobs for extra volunteers, but if you have absentee battle officials you can plug them in where needed.

Keep one official assignment chart at registration table for consistency.

Registration Table

Verify that each team member and coach/judge is present.

Any student who is not allowed to have their photo taken must have an identifying symbol on their name tag that shows s/he may not be photographed.

Obtain the cell phone number of the team coach and/or responsible parent.

Extra handouts for parents and other guests

Official title list (bookmark)

Rules and procedures

Pool play battle schedules

Boxes or baskets for COLLECTION of the following: *At registration advise teams where to deposit the following items*

- Lanyards & aprons at State
- Room packets/envelopes
- Supplies

Opening general session

See Appendix Q for sample opening script.

See Appendix R for disclaimer to be read aloud to participants and guests.

Include introductions

Purpose of OBOB

Background of OBOB/LSTA and sponsors

Thank you to hosts and volunteers

Recognize all students for the privilege of representing their school for Regional competition.

Turn off cell phones

Photos/publicity Mention that students who may not have their picture taken should have a distinctive mark on their school nametag such as a colored circle sticker.

Care of classrooms & teacher materials

Quiet time/ hallway access during play

Review main rules with all teams prior to play.

Review ground rules for the facility. Such as, only eating in the cafeteria...:

Audience instructions/sportsmanship.

Review seeding procedure for bracket play that will be based on points from pool play.

Review procedure for announcing teams who will advance to bracket play.

Battle Officials

The Moderator, Scorekeeper, Timekeeper, and Judges will work collaboratively to provide a fair and enjoyable battle.

Provide each battle official a copy of the duties designated for that role.

See Appendix B and C for full battle official job descriptions.

Synopsis of Battle Officials jobs during competitions:

Moderator/Reader

- Reviews rules and expectations.
- Will read questions and run the Battle.
- If a question is misread at the regional or state competitions, a new question may be given.
- Make notes on question cards of wrong answers given to refer to in case of challenges.
- At the end of a battle, the moderator/reader will ask the scorekeeper to verify the final score with the Judge(s) and then take it to the official scoring room.
- Render decisions on challenges or other questions after conferring with judge(s).
- Discussion with judges should be made out of hearing and line of sight of participants and audience

members. Move into hall if necessary.

- Decisions by reader/moderator in the room will be final.

Scorekeeper

- Will keep the official score on a visual projection device or chalk/whiteboard, in a way that is visible to the audience.

Timekeeper

- Oversees coin toss.
- Will use a stopwatch and indicate when specific time periods have expired.

Co-Judges/Coaches

- Both coaches of teams competing in a battle will serve as co-judges and sit on opposite sides of the moderator. If a coach has more than one team competing a trained designee will serve as judge instead.
- One of the Judges will keep the official score on the score sheet provided.
- Give official score sheet to the Moderator for the spokespersons to initial at the end of the battle.
- If the spokesperson's answer is not exactly the same as the answer on the card, the Moderator may consult with the Judges. If consensus cannot be reached between Judges, the Moderator will render the decision. The Moderator's decision is final.
- The Judges may also need to determine if the correct answer has been given within the prescribed time
- The Judges will make certain there is no help given to teams by others outside the team.

Appendix

Sample documents & “Ready to Print” handouts

Note: Please discard any old copies of handouts and only copy the handouts that appear in this appendix.

A	<u>Tournament Rules and Procedures</u>
B	<u>Battle Officials: Moderator Role</u>
C	<u>Battle Officials: Roles of Coaches, Judges, Scorekeepers, Timekeepers</u>
D	<u>Pool Play “Battle Schedules” (see samples)</u>
E	<u>Bracket Play Structure</u> Awesome 8 Sweet 16
F	<u>2017-2018 Official Titles</u> 3-5 6-8 9-12
G	<u>Media Release Form (model)</u>
H	<u>2018 Team Certificates (Regional)</u> (for teams competing in Regional Tournament)
I	<u>Parent Permission Form (optional)</u>
J	<u>Score Sheet (16 questions)</u> Tie Breaker Score Sheet
K	<u>Score Sheet (32 questions)</u>
L	<u>Score Sheet sample filled in</u>
M	<u>Door Sign (Battle in session)</u>
N	<u>Signage for registration table (3)</u>
O	<u>Press Release Models</u> Pre event Post event

Opening Session

- P [Disclaimer](#)
 (regarding purpose of OBOB/volunteers and sportsmanship)
- Q [Opening session script](#)

Handouts for Room packets

- R [Disclaimer—Coach/Co-judge statement](#)
 Also, include Appendix items A, B, C, D, F, J, L, M
 For final and semifinal rounds include Appendix T

Handouts for Team packets

Include Appendix items A, D, P

Handouts for Parents (available in registration area)

- Appendix items A, D, F, P
Map of school
- S OBOB State Team Form (Regional Manager to submit 2 weeks prior to State Competition)

Regional and State Tournament Rules & Procedures

- 1) All electronic devices in the room must be in the off mode during all battles. Photos may only be taken before and after a battle.
- 2) No videotaping of battles may occur at Regional and State competitions. Coverage of the competition by local media may occur.
- 3) There will be 16 questions at local, regional, and state battles (8 "In Which Book" and 8 "Content"). The final match at regional and state battles will consist of 32 questions (16 of each type).
- 4) Competitions begin with one or two pool plays with the top scoring teams proceeding into a single elimination tournament. All teams play at least twice and usually four times. Advancing teams will be determined by the total of the scores.
- 5) Each team will bring a set of concealed OBOB books (paper copies, not electronic versions) and hand them to the Moderator when they enter the room for each battle.
- 6) Teams are made up of up to four members with one optional alternate, for a total of five members. All competing members must be physically present for a battle. Teams may battle with less than four players.
- 7) Of the four competing members, one will serve as the spokesperson throughout each battle. The role of spokesperson may be changed or rotated in a tournament but not during a battle.
- 8) Alternate members, who are not playing, will sit in a designated audience area during battles.
- 9) Two teams will compete during a single battle. A coin toss will be held before the start of each battle. The winning team decides where they want to sit. (Efforts will be made to ensure teams can quietly discuss answers among themselves without fear of being overheard by the opposing team.)
- 10) The team that sits on the left of the Moderator will always be given first chance at the odd-numbered questions, and the team on the right will always be given first chance at the even-numbered questions. The "odd" team (on the Moderator's left) will go first and be read question number one.
- 11) The Moderator will review the rules with the participating teams and find out who is serving as the spokesperson for each team. Answers will be accepted only from that spokesperson; no other team member's answer shall be heard or recorded during that battle.
- 12) The Moderator will shuffle and number the question cards. The Moderator will ask a question, prefacing the question with the name of the team it is directed to. Timing starts immediately after the question has been read for the first time. Teams will have 15 seconds to quietly discuss the question among themselves. **Only the first answer the spokesperson gives will be accepted; the team cannot use up the time left to guess other answers.** Moderator will not ask for more information or details. Acceptance (or not) must be based on what the spokesperson responds, without prompting. Note: the opposing team may discuss the question during the 15 seconds or until the other team's spokesperson starts talking but they must be very quiet so as not to disturb the other team.
- 13) Discussion must stop as soon as time is called, and the question must be answered immediately. If the spokesperson does not immediately begin to answer, or if discussion continues, the Moderator turns to the other team and reads the question in its entirety to them. That team then has 15 seconds discussion time. When time is called, the spokesperson will be given a chance to answer without hesitation.
- 14) During a battle, a team's spokesperson may request a repeat of a question. All repeats must take place within the 15-second time limit, which starts after the question is read for the first time. Having the question repeated does not restart the time. If the moderator stumbles while reading a question he/she should stop and start over without penalty to the team.
- 15) "In Which Book" questions will be read first and are worth a total of 5 points. In the case of a partially correct response, the first correct response (whether it be author or title) will be worth 3 points, and the second correct response will be worth 2 points. Book titles and authors must be stated as listed on the official OBOB book lists and OBOB website. www.oregonbattleofthebooks.org. Omission of the articles a, an, and the at the beginning of a title will be accepted as correct.
- 16) For "Content" questions, 5 points are given for the complete answer. Designated two-part questions will be scored with 3 points for the first correct answer given and 2 points for the second correct answer given. No partial scores will be given unless the question is designated "Two-part." A question asking for a full name is not considered to be a two-part question.

- 17) If a team gives an incorrect answer, the question is repeated in its entirety to the other team with another 15 seconds to discuss. In the case of an "In Which Book" or two-part "Content" question, if part of an answer given by the first team is correct, the portion they have correct will be revealed by the moderator prior to the question being passed to the other team to attempt to pick up the other two points. Note: If the acquiring team does not answer correctly, play does NOT pass back to the other team. In the event that neither team answers correctly, the moderator will provide the correct answer.
- 18) Regardless of who scored on the previous question, even-numbered questions will be read to the even team, and odd-numbered questions will be read to the odd team. This means that an acquiring team may get to answer two questions in a row: the one it acquired, followed by their own.
- 19) If a question is being read and the spokesperson interrupts the reader, that team's spokesperson must answer the question immediately.
- 20) If the moderator makes a mistake while reading a question such as giving the answer, the question shall be thrown out and another question substituted in its place. The substitute question shall be numbered with the number of the original question. If the moderator's error is made while presenting to an acquiring team the substituted question will be presented to the team that first received the question (i.e. an acquiring team cannot answer a question that the first team did not have an opportunity to answer).
- 21) An answer is considered correct even if mispronounced, as long as the Moderator can discern that's the way those letters could possibly be pronounced.
- 22) Multiple questions may appear on certain titles and some titles may not be asked about at all.
- 23) Neither teams nor audience members may use a title/author list or notes of any kind.
- 24) At the end of a battle, the Moderator announces and allows **15 seconds** for challenges to be articulated through the team's spokesperson only. While challenges are not encouraged, the opportunity is provided. The teams are each limited to one challenge per round. If there are no challenges, the final score will be announced, and a winner will be declared. The battle will be considered complete, and no further challenges will be entertained. The moderator will follow the procedures and rules for challenges provided in this handbook (see "Protocol for Challenges").
- 25) Accepting the score: Teams will accept and confirm the score. The battle will be considered complete when each team has been provided an opportunity for a challenge and the score sheets have been initialed by each spokesperson.
- 26) Bracket seeding for quarterfinals is based on total points earned in pool play. Wins in the preliminary rounds do not determine which teams move on to the semifinals. Each team plays at least two times during pool play. If there is a tie for the last spot in bracket play, there will be a tiebreaker battle.
- 27) At the regional and state competitions, a **tiebreaker battle** may be played to break a tie between two or more teams. All teams will be asked one "In which book" (IWB) question and then all teams will be asked one "Content" question. At the end of the tie breaker round, any teams that are still tied will repeat this process until a winner is determined. No team may acquire points from another team's incorrect answer. Challenges ARE allowed at the end of each tiebreaker round with the usual challenge time in effect.

Battle Officials

The Moderator, Scorekeeper, Timekeeper, and Judges will work collaboratively to provide a fair and enjoyable battle.

Moderator's Role

Site Logistics

- Cluster team chairs in such a way that team members can confer easily with physical separation between the two teams.
- Have teams face the Moderator (with backs to the audience).
- Moderator sits or stands at the front of the room facing the teams.
- When coaches act as Judges, they should sit one on either side of Moderator (on the opposite side from their team)
- Teams will hand the Moderator a set of OBOB books when they enter the room.
- In the event that a team member is hearing impaired and needs a sign-language interpreter, the interpreter will stand near the moderator and simultaneously sign the question as the Moderator reads it.

Battle Procedures

- Be familiar with the rules and regulations provided in this handbook.
- Attend the mandatory volunteer training prior to the Regional and State (if attending) Competitions.
- Check that you have your room packet with all items needed to run a battle (i.e. in-which-book questions and content questions, coin, timer (may be provided by the coaches, score sheets, pencils, post-it notes, disclaimer, battle rules, and official list of titles and authors)
- Speak slowly and clearly.
- Introduce yourself and the teams.
- Politely request cell phones be turned off.
- Remove the questions for the battle from the envelope.
- Ask the Timekeeper to do the coin toss.
- While the coin toss is occurring, state aloud that you will be shuffling the questions and numbering the front of each of the cards 1 through 8. Note that there is usually one or two extra questions in each packet. These additional questions are available in case the Moderator inadvertently makes a mistake concerning a question.
- The team winning the coin toss may choose whether they wish to answer even or odd questions. If the team chooses odd questions, they sit on the Moderator's left. The team sitting on the Moderator's right will receive even questions.
- Remind the audience they are to be silent spectators. The Moderator may, at any time - before, during or after a battle - request that a team member, coach and/or audience member leave the battle room. The battle will not proceed until the disturbance has been resolved.
- Moderator asks that each school's name card be visible to the Moderator during the battle.
- Ask the Scorekeepers and Judges if they have the teams' school names on the score sheet and on the board. Say, "_____ School is answering odd-numbered questions and _____ School is answering even-numbered questions." The Scorekeeper will keep score on the white board, giant scoresheet or chalkboard where the teams can see it. One of the Judges will keep score on the official paper score sheet.
- Ask each team to identify their spokesperson.
- Inform the teams that you will be reading "In Which Book" questions first followed by "Content" questions.
- Prior to reading each question, state clearly the team's school name and the question number. This helps the Scorekeeper and Judges.
- Only the team's spokesperson can give the Moderator an answer to the question. Only the first answer the spokesperson gives will be accepted. If the spokesperson begins to answer the

question prior to the completion of the question the Moderator will stop reading the question and determine whether the answer is correct or not.

- Moderator's response should be "Correct" or "Incorrect". Confer with Judges to reach consensus, if necessary. Note the score on the question card. If an incorrect response was given, note the answer provided (this is helpful if there is a challenge). The moderator may share the question card with the judges while the team is considering their answer.
- If the team does not get the answer correct, the question will be repeated to the opposing team who then has 15 seconds to collaborate. Each team can answer a question only once.
- Read the question in its entirety, then look up and make eye contact with that team.
- Teams have 15 seconds to collaborate.
- A spokesperson may ask to have a question repeated as many times as he or she wants within the 15-second collaboration time. However, the clock will not restart at the re-reading of the question.
- If a team needs the entire 15 seconds to collaborate, the spokesperson must answer immediately when time is called.
- The Moderator will award 5 points for each correct answer. In the case of partially correct "In Which Book" questions, three points is given for a correct title or author, and play then passes to the other team. The moderator rereads the question, stating which part was correct, and asking for the other part of the answer. This 'acquiring' team is given 15 seconds to collaborate and may be awarded 2 points for a correct response.
- Occasionally there will be a two-part "Content" question. State that clearly before reading the question. Award 5 points for a completely correct answer. A partially correct answer will be awarded 3 points, and play will then pass to the opposing team. The moderator rereads the question, stating which part was correct, and asking for the other part of the answer. That team may earn 2 points for a correct response. Consult with the Scorekeeper to be certain points have been recorded correctly.
- The Moderator will note the score on the question card and should note the incorrect response given. (If a challenge should occur it will be helpful to refer back to the incorrect answer given.)
- Do not score partial points for "Content" questions unless it is a designated two-part question. A question asking for the full name of a character is not considered to be a two-part question.
- At the end of the battle, ask, "Are there any challenges?" and allow 15 seconds for a challenge from either team's spokesperson. If there are no challenges, the battle is over.
- If there is a challenge, refer to the "Protocol for Challenges".
- At the conclusion of a challenge, the scores may need to be adjusted.
- Ask the spokespersons to initial the final score on the score sheet.
- Hand the official score sheet to the OBOB runner who will take it to the scoring room.

Coach's Role (for Competition)

- Prior to any competition please review good sportsmanship guidelines with your team.
- Teams will hand the Moderator their concealed set of OBOB books when they enter the room.
- The school name card will be visible to the Moderator during the team's battles.
- For each Regional and State battle, the coach or designee will serve as a Judge. The person acting as the Judge must have attended the volunteer training prior to the competition.
- When the battle is finished, encourage your team to respond cheerfully to the other team: "Good Job" or "Great Battle" or something similar. The coach should also be positive.
- Remind team members to thank battle officials.
- Remember to have the team take their book set with them.
- Do not allow parents or team members to argue about the questions/answers.
- During battles a coach may not communicate (verbally or nonverbally) with their team OR take notes.

Judge's Role (Coaches serve as co-Judges)

- The judges will sit next to or behind the moderator. Judges will not sit on the same side as their team (efforts will be made to keep judges and their teams out of hearing and eye contact).
- If the answer given is the same as what is on the card the Moderator will say "Correct".
- If the spokesperson's answer is not exactly the same as the answer on the card, the Moderator may consult with the Co-Judges. If consensus cannot be reached between Co-Judges, the Moderator will render the decision. The Moderator's decision is always final and there is no further discussion.
- The Co-Judges may also need to determine if the correct answer has been given within the prescribed time.
- The Co-Judges will make certain there is no help given to teams by others outside the team.
- One of the Judges will keep the official score on the score sheet provided.
- If the Moderator forgets to ask if there are any challenges, remind him/her. Then circle "Yes" on the score sheet that the challenge was offered.
- If neither team has a challenge, the battle is over.
- If one or both teams choose to challenge, assist the Moderator following the "Challenge Protocol".
- The decisions made by the Moderator with the co-Judges input are ALWAYS FINAL and there is NO further discussion.
- Give official score sheet to the Moderator for the spokespersons to initial at the end of the battle. The Moderator will hand the score sheet to the OBOB runner.
- Please note: A judge may remind the moderator of a procedure that may have been forgotten.

Scorekeeper's Role

- Become familiar with scoring procedure and the contents of this handbook.
- Attend the mandatory volunteer training prior to the Regional and State (if attending) Competitions.
- The Scorekeeper will keep score on a chalkboard, giant scoresheet or whiteboard where it is visible to both teams and the audience. One of the co-Judges will also keep score on the official OBOB score sheet.
- After the Timer has conducted the coin toss, and the winner of the coin toss has chosen to answer even or odd-numbered questions, write the school names on the board.
- Listen as the Moderator announces the school name and question number and award the points correctly.
- The Moderator will also write the scores on the individual question cards.
- Add up the scores at the end of the battle.
- Compare scores with the Judge's paper score sheet and the Moderator's scoring on the question cards.

The basics of scoring:

- The team that wins the coin toss chooses whether to have odd or even questions. The team answering the odd-numbered questions must sit to the Moderator's left, and their school's name goes on the left side of the board. See example below.
- The team answering the even-numbered questions sits to the Moderator's right, and their school's name is on the right side of the board.
- All questions are worth 5 points. If a team gets only the title correct on an "In Which Book" type of question they receive only 3 points. The other team then gets a chance to give the correct author for 2 points. The same procedure is followed should the correct author and incorrect title be given. Follow the Moderator's guidance.
- Occasionally there will be a 2-part "Content" question. It will be stated on the question card, and the Moderator will announce that this is a 2-part question. Follow the Moderator's guidance to determine whether 5, 3, or 2 points are awarded.
- Ask the Moderator to pause the battle should any conflicts in scoring arise.

- Example of Scoring:

Smith School (odd questions)

*1. 5
 2. 2
 *3. 0
 4. 5
 *5. 5
 6. 0
 Etc.

Jones School (even questions)

1. 0
 *2. 3
 3. 5
 *4. 0
 5. 0
 *6. 5
 Etc.

* = first asked

Timekeeper's Role

- Be familiar with the role of timekeeper and the contents of this handbook.
- Attend the mandatory volunteer training prior to the Regional and State (if attending) Competitions.
- Oversee the coin toss. (Suggest letting the team that enters the area first call the coin toss or have the teams pick a number from 1 and 10 to determine who calls the toss.) Toss a coin and let that team spokesperson say "heads" or "tails".
- The team that wins the coin toss may choose to answer either the odd-numbered or even-numbered questions.
- The team answering the odd-numbered questions will sit on the Moderator's left. The team answering the even-numbered questions will sit on the Moderator's right.
- The Moderator will read each question aloud. Start the timing device as soon as the Moderator finishes reading the question. Time for 15 seconds and verbally call "TIME" when the 15 second collaboration time is up. A team's spokesperson may choose to answer in less than 15 seconds. Once the spokesperson begins to answer, stop timing. Do not interrupt an answer to call TIME.
- If the team uses the entire 15 seconds to collaborate, they must answer immediately upon "TIME" being announced.
- At the end of the battle, the Moderator will ask each spokesperson if there is a challenge. Provide 15 seconds for a decision to challenge to be determined.
- If a team chooses to challenge a question, they will have 2 minutes to find the page or passage in the book supporting their answer. Begin timing this 2-minute period when the Moderator hands the team both copies of the challenged book. Call "TIME" when 2 minutes have elapsed. The team may find their page before the 2 minutes are up. If the spokesperson hands the book to the Moderator indicating they are finished, stop timing. Do not count down the time (such as "one minute remaining").
- Announce the end of the 2 minute time period. All team discussion must stop, and the Spokesperson must give an answer.

Protocol for Challenges

- After the battle, the Moderator will ask both team spokespersons if they want to challenge a question. A team may only challenge a question that they were asked. Each team may only offer one challenge per battle.
- The teams have 15 seconds for their spokesperson to respond.
- If both teams wish to challenge a question, handle one team at a time. Ask the teams which question they wish to challenge. The team to the Moderator's left should go first. The other team must remain silent.
- In the event that both teams were asked the same question and neither response matched the answer provided on the question card and both teams challenge that question, the team that was asked the question first will be given the first opportunity to prove their challenge. If that answer is accepted by the judges that team will be awarded the appropriate points and the second team will not be allowed to challenge that question but will be given the opportunity to challenge a different question.
- Read the question aloud. The team must provide reference for the same answer to the question that they gave during the Battle. Moderator should be able to refer back to answer noted on the question card. In other words, during a challenge, a team may not offer a *different* answer from the one they gave during the battle.
- The Moderator will provide the team with both copies of the book provided by each coach.
- The challenging team will have 2 minutes to find and mark the page numbers (with a post-it note) where the answer can be found in the book they named. The Moderator will not provide the page number(s) of the the answer given on the question card. Note that not all of the page numbers will be exact because of different printings.
- The Timekeeper will begin timing **after** the Moderator provides the books to the challenging team. The other team, coach and audience must remain quiet during the 2 minutes.
- The Timekeeper will announce the end of the 2 minute time period, and discussion must stop. There will be no countdown of time.
- Only the challenging team's spokesperson will show the Judge the exact wording that supports their challenge. The spokesperson shall not explain their answer.
- The Moderator and co-Judges determine whether the challenge is successful or not. An answer may be considered correct by way of evidence and reasoning provided by the challenging team. If the Moderator and Judges accept the challenge as successful, and the other conditions for gaining a score were fulfilled, the points shall be awarded and the scores amended.
- Only one team will be awarded the points for a correct answer by the Moderator.
- The Moderator, or a Judge, will explain the decision and process of amending points to the teams.
- The Moderator and both the Scorekeeper (using the board) and the co-Judge (using the official OBOB paper score) will amend the points. Amending points may mean points are removed from the team who was presented the question and awarded to the challenging team. In other words, Team A was asked the question and got it wrong. Team B was able to answer the question correctly according to the answer on the card. Team A challenges the incorrect answer that they gave. It is determined that in fact, Team A's original answer was correct (via successful challenge). Team A will receive the points and Team B will have the points removed from their score.
- The Moderator's decision is ALWAYS FINAL and there is NO further discussion.
- A team can challenge the decision on an answer they gave for which they feel they should have received points. A team may only challenge a question that they have been asked and must prove their original response.

Battle of the Books

Total of 18 teams

NOTE: This illustrates a schedule for 16 or more teams with the number of teams divisible by 3.

Schedule:

8:00-9:00: Volunteer Orientation: Rm. 205

7:30 – 9:00: Team Registration: Pick up packets as a complete team with Adult Coach. Go to gym, review packet, map, rules, and prepare for battles!

9:00-9:15: Volunteers and Participants: Gym: Opening remarks, Preparation.

Pool Play Round 1

Pool 1 Room 1

9:15: Team A vs. Team B

9:35: Team A vs. Team C

9:55: Team B vs. Team C

Pool 2 through 6 Rooms 2 - 6

Same setup as Pool 1

Pool Play Round 2

Pool 1 Room 1

10:30 – 10:50 Team A vs. Team D

10:50 – 11:10 Team A vs Team G

11:10 – 11:30 Team D vs. Team G

Bracket Play

Matchups will be posted as soon as all pool play scores are recorded, tallied and checked.

Top 16 teams seeded by points (A tie breaker will be held if there is a tie for 16th place.)

12:30 – 1:00 Sweet 16

Team 1 vs. Team 16

Team 2 vs. Team 15 and so on

Competitions in 8 rooms

1:00 – 1:30 Great 8

Team 1 vs. Team 8 and so on

Competitions in 4 rooms

1:30 – 2:00 Fabulous 4

Competitions in 2 rooms

2:00 – 2:30 Championship

Competitions in 2 rooms – 32 questions

2:30 – 2:45 Awards and Photos

The number of teams advancing to the State competition will be decided by the OBOB committee.

Battle of the Books

Total of 8-15 teams

*NOTE: This illustrates a schedule for 8 to 15 teams with the number of teams divisible by 3 plus 2.
3 to 5 rooms will be needed.*

8:00-9:00: Volunteer Orientation: Rm. 205

**7:30 – 9:00: Team Registration: Pick up packets as a complete team with Adult Coach. Go to gym,
review packet, map, rules, and prepare for battles!**

9:00-9:15: Volunteers and Participants: Gym: Opening remarks, Preparation.

Pool Play Round 1

Pool 1 Room 1

9:15: Team A vs. Team B

9:35: Team B vs. Team C

9:55: Team A vs. Team E

Pool 2 Room 2

9:15: Team C vs. Team D

9:35: Team D vs. Team E

Pool 3 Room 3

9:15: Team F vs. Team G

9:35: Team F vs. Team H

9:55: Team G vs. Team H

Pool Play Round 2

Pool 1 Room 1

10:30 – 10:50 Team A vs. Team D

10:50 – 11:10 Team A vs Team G

11:10 – 11:30 Team D vs. Team G

Pool 2 Room 2

10:30 Team F vs. Team D

10:50 Team F vs. Team E

Pool 3 Room 3

10:30 Team B vs Team E

10:50 Team B vs Team H

11:10 Team C vs Team H

Bracket Play

Matchups will be posted as soon as all pool play scores are recorded, tallied and checked.

Top 8 teams seeded by points (A tie breaker will be held if there is a tie for 8th place.)

11:30 Great 8

Team 1 vs. Team 8

Team 2 vs. Team 7 and so on

Competitions in 4 rooms

12:00 Fabulous 4

Team 1 vs. Team 4 and so on
Competition in 2 rooms

12:30 Championship

The number of teams advancing to the State competition will be decided by the OBOB committee.

Battle of the Books

Total 7 teams

NOTE: This illustrates a schedule for less than 8 teams with the number of teams divisible by 3 plus 1.

Schedule:

8:00-9:00: Volunteer Orientation: Bill Hunt Board Room

7:30 – 9:00: Team Registration: Pick up packets as a complete team with Adult Coach. Go to gym, review packet, map, rules, and prepare for battles!

9:00-9:15: Volunteers and Participants: Gym: Opening remarks, Preparation.

Pool Play Round 1

Pool 1 Room 1

9:15: Team A vs. Team B

9:35: Team A vs. Team C

Pool 2 Room 2

9:15: Team C vs. Team D

9:35: Team B vs. Team D

Pool 3 Room 3

9:15: Team E vs. Team F

9:35: Team F vs. Team G

9:55: Team G vs. Team E

Pool Play Round 2

Pool 1 Room 1

10:30 Team A vs Team D

10:50 Team A vs Team E

Pool 2 Room 2

10:30 Team B vs Team F

10:50 Team B vs Team G

Pool 3 Room 3

10:30 Team C vs Team E

10:50 Team D vs Team F

11:10 Team G Team C

Bracket Play

Matchups will be posted as soon as all pool play scores are recorded, tallied and checked.

Top 4 teams seeded by points (A tie breaker will be held if there is a tie for 4th place.)

11:30: Awesome 4

Room 1: Team 1 vs. Team 4

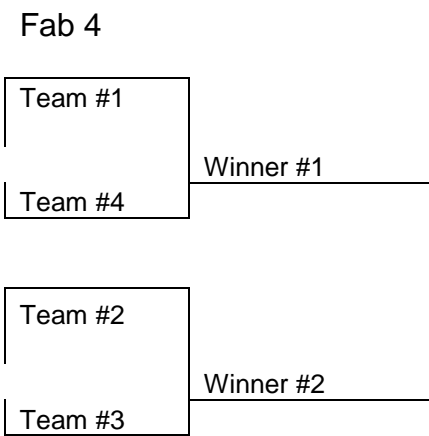
Room 2: Team 2 vs. Team 3

Competition in 2 rooms

12:00: Championship

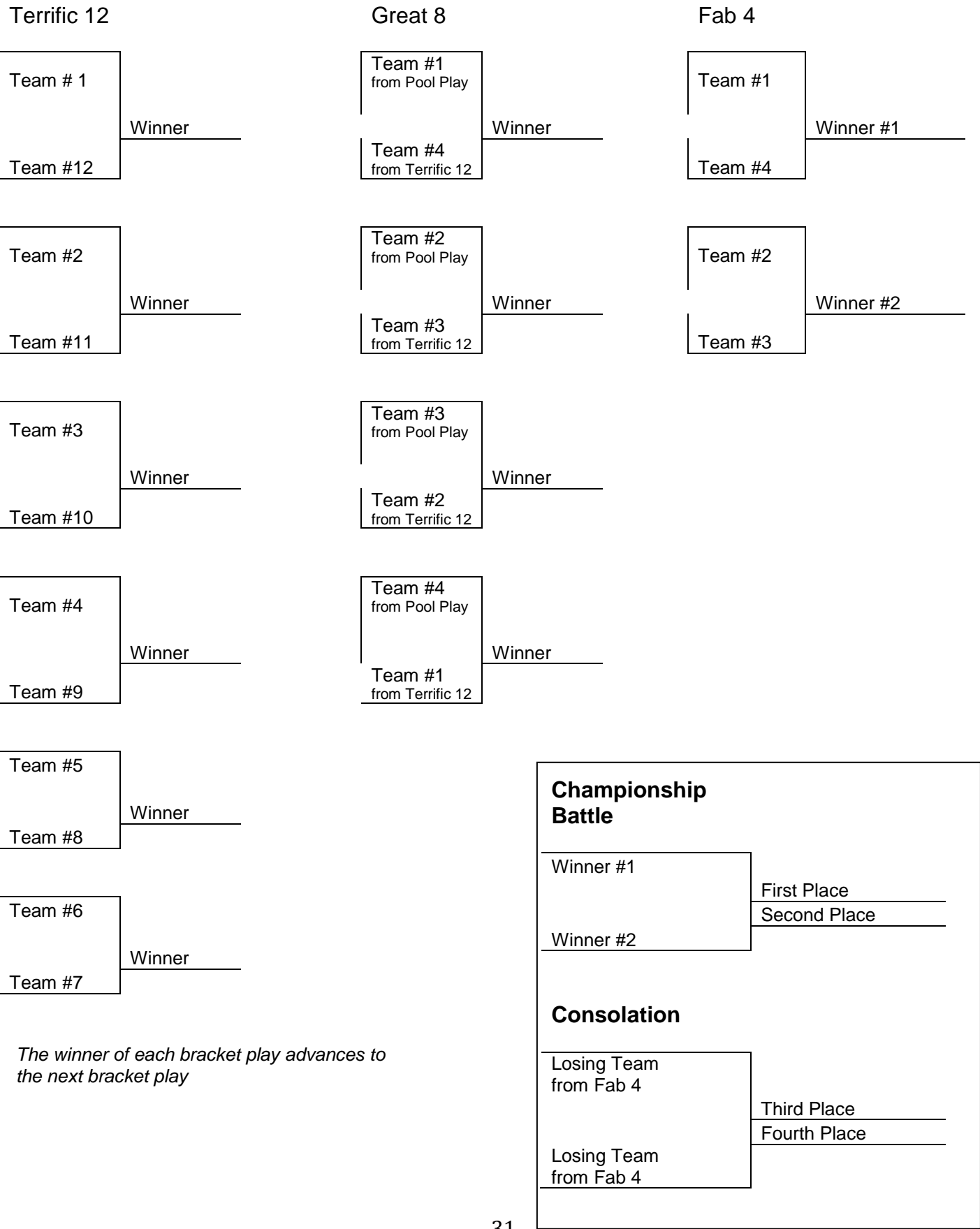
The two winning teams – 32 Question match

Bracket Play Structure for Sixteen Teams Note: Bracket seeding is based on total points earned in preliminary pool play.



The winner of each bracket play advances to the next bracket play

Bracket Play Structure for Twelve Teams After Pool Play, teams 1-4 will have a bye. Top 4 teams from the Terrific Twelve play will move forward to The Great 8 Winners of the Fab 4 advance to the Championship. Note: Bracket seeding is based on total points earned in preliminary pool play.



2017 2018 OBOB Official Titles

The bookmark format of these lists is found on the OBOB website at <http://www.oregonbattleofthebooks.org>

3-5 Division

- **Blast-off!** By Nate Ball
- **The Case of the Case of Mistaken Identity** by Mac Barnett
- **Dash** by Kirby Larson
- **The Door by the Staircase** by Katherine Marsh
- **Ella Enchanted** by Gail Carson Levine
- **EllRay Jakes the Recess King!** by Sally Warner
- **Esperanza Rising** by Pam Muñoz Ryan
- **I Survived the Eruption of Mount St. Helens, 1980** by Lauren Tarshis
- **Masterpiece** by Elise Broach
- **My Life in Dog Years** by Gary Paulsen
- **Mystery on Museum Mile** by Marcia Wells
- **Poppy** by Avi
- **The Red Pencil** by Andrea Davis Pinkney
- **We the Children** by Andrew Clements
- **Wild Life** by Cynthia DeFelice
- **Wild Wings** by Gill Lewis

6-8 Division

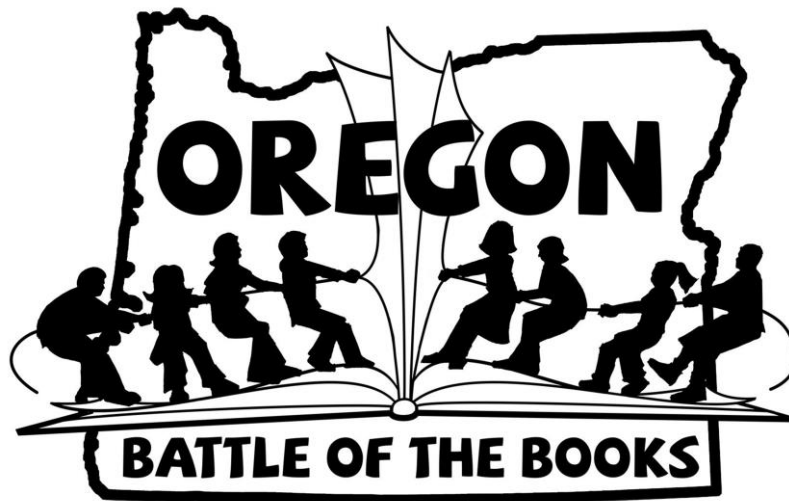
- **Fallout** by Gwenda Bond
- **Found** by Margaret Peterson Haddix
- **Hoot** by Carl Hiaasen
- **I Am Princess X** by Cherie Priest
- **Kalahari** by Jessica Khoury
- **The Lightning Queen** by Laura Resau
- **Lost in the Sun** by Lisa Graff
- **The Mark of the Dragonfly** by Jaleigh Johnson
- **Popular: A Memoir** by Maya Van Wagenen
- **Rebel Mechanics** by Shanna Swendson
- **The Running Dream** by Wendelin Van Draanen
- **Schooled** by Gordon Korman
- **The Seventh Most Important Thing** by Shelley Pearsall
- **The Thief** by Megan Whalen Turner
- **The Turn of the Tide** by Rosanne Parry
- **The War that Saved My Life** by Kimberly Brubaker Bradley

9-12 Division

- ***The Amulet of Samarkand*** by Jonathan Stroud
- **Girl of Fire and Thorns** by Rae Carson
- **The Indigo Notebook** by Laura Resau
- **Ink and Bone** by Rachel Caine
- **Just Mercy** by Bryan Stevenson
- **Outrun the Moon** by Stacey Lee
- **The Sacred Lies of Minnow Bly** by Stephanie Oakes
- **Spare Parts** by Joshua Davis
- **The Steep and Thorny Way** by Cat Winters
- **Uncaged** by John Sandford and Michele Cook
- **When I Was the Greatest** by Jason Reynolds
- **The Wrath and the Dawn** by Renée Ahdieh

Oregon Battle of the Books

Certificate of Participation



This Award is Presented to:

For Competing in the
Regional OBOB Tournament
Spring 2018
As a Representative of:

Name of School

Sample

OBOB Parent Permission

Congratulations! Your child has been selected to represent _____ School at the Regional Oregon Battle of the Books competition.

The regional battle will take place at _____ School in _____ on _____. The team will meet me at the _____ school at 8:00am for registration. The actual battles will take place between 9:00am and 12:00pm.

_____ school will NOT be providing transportation to these battles. It is the responsibility of the participant and their family to arrange for transportation to each battle.

If you have any questions about the Regional Oregon Battle of the Books competition, please visit <http://www.oema.net/OBOB/index.html> or contact me at the school.

Thank you,

Library Media Specialist

Please return this form to _____ in the library no later than
----- _____ .

Student Name _____

_____ **Yes**, my child has permission to compete in the Regional Oregon Battle of the Books Competition at _____ on _____. I agree to provide transportation to and from this event for my child.

_____ **No**, my child will not be competing in the Regional Oregon Battle of the Books competition

Parent Signature _____ Date _____

Contact Phone Number _____

Division: _____

Building _____ Room# _____

Moderator _____

Circle One: Pool Play Sweet 16 Terrific 12 (only H.S.!) Great 8 Fab 4 (Semi-Finals)

Team Name _____ Team Name _____

School:				School:			
IWB Question	1 st correct answer +3	2 nd correct answer +2	Total	IWB Question	1 st correct answer +3	2 nd correct answer +2	Total
1*				1			
2				2*			
3*				3			
4				4*			
5*				5			
6				6*			
7*				7			
8				8*			
Subtotal: _____				Subtotal: _____			
Content Question	5 Points	+3 or +2 on 2 part questions	Total	Content Question	5 Points	+3 or +2 on 2 part questions	Total
1*				1			
2				2*			
3*				3			
4				4*			
5*				5			
6				6*			
7*				7			
8				8*			
		Subtotal:				Subtotal:	
		Total:				Total:	

Did Moderator offer opportunity to challenge? Yes _____ No _____

(Spokesperson for each team initials)

OBOB Tie Breaker Score Sheet

Note: Challenges are offered at the end of each tie breaker round.

School_____

Team_____

Subtotal from other side_____

Round 1

	3 points	2 points	Total
IWB			
CONTENT			

Subtotal_____

Challenge?_____

Round 2

	3 points	2 points	Total
IWB			
CONTENT			

Subtotal_____

Challenge?_____

Round 3

	3 points	2 points	Total
IWB			
CONTENT			

Subtotal_____

Challenge?_____

Round 4

	3 points	2 points	Total
IWB			
CONTENT			

Subtotal_____

Challenge?_____

Round 5

	3 points	2 points	Total
IWB			
CONTENT			

Subtotal_____

Challenge?_____

Final Score _____

Team Spokesperson's Initials_____

School_____

Team_____

Subtotal from other side_____

	3 points	2 points	Total
IWB			
CONTENT			

Subtotal_____

Challenge?_____

	3 points	2 points	Total
IWB			
CONTENT			

Subtotal_____

Challenge?_____

	3 points	2 points	Total
IWB			
CONTENT			

Subtotal_____

Challenge?_____

	3 points	2 points	Total
IWB			
CONTENT			

Subtotal_____

Challenge?_____

	3 points	2 points	Total
IWB			
CONTENT			

Subtotal_____

Challenge?_____

Final Score _____

Team Spokesperson's Initials_____

Score Sheet – 32 Questions FINAL CHAMPIONSHIP

DIVISION: _____

Moderator/Reader _____

Room# _____

School: _____

School: _____

IWB Question	1st correct answer +3	2nd correct answer +2	Total
1*			
2			
3*			
4			
5*			
6			
7*			
8			
9*			
10			
11*			
12			
13*			
14			
15*			
16			
Subtotal			

IWB Question	1st correct answer +3	2nd correct answer +2	Total
1			
2*			
3			
4*			
5			
6*			
7			
8*			
9			
10*			
11			
12*			
13			
14*			
15			
16*			
Subtotal			

Content Scoring and Final Tally are located on the reverse of this page

Content Question	5 Points		Total		Content Question	5 Points		Total
1*					1			
2					2*			
3*					3			
4					4*			
5*					5			
6					6*			
7*					7			
8					8*			
9*					9			
10					10*			
11*					11			
12					12*			
13*					13			
14					14*			
15*					15			
16					16*			
Total					Total			
Subtotal from IWB					Subtotal from IWB			
Total					Total			

Challenge offered by the Moderator?

Yes

No

Accept the results of the Battle?

(Spokesperson for each team initial)

Score Sheet – 16 Questions - Filled in Sample

Room # **32** Reader **Ann Smith**

Team Name **Wanna Be** Team Name **OBOBers**

School: **East City** School: **Rock MS**

IWB Question	1st correct answer +3	2nd correct answer +2	Total	IWB Question	1st correct answer +3	2nd correct answer +2	Total
1*	3	2	5	1			
2				2*	3	2	5
3*	3	0	3	3	0	2	2
4				4*	3	2	5
5*	3	2	5	5			
6	0	2	2	6*	3	0	3
7*	0	0	0	7	3	0	3
8				8*	3	2	5
		Subtotal:	<u>15</u>			Subtotal:	<u>23</u>

Content Question	5 Points		Total	Content Question	5 Points		Total
1*	5		5	1			
2		2	2	2*	3		3
3*	0		0	3	5		5
4				4*	5		5
5*	5		5	5			
6				6*	5		5
7*	5		5	7			
8				8*	5		5

Total: 17
 Subtotal from IWB 15
 Battle Total 32

Total: 23
 Subtotal from IWB 23
 Battle Total 46

Challenge offered? Yes **X** No

Accept the results of the Battle? (Spokes-person for each team initial)
MM CB

**BATTLE IN
PROGRESS**

**DO NOT
ENTER**

UNTIL BATTLE IS COMPLETE

**PLEASE
RETURN
PENCILS &
PENS &
SUPPLIES
HERE:**

PLEASE
RETURN
FOLDERS/
ENVELOPES
HERE:

Sample Pre-Event Press Release – Be sure to have proper dates and spellings of places and names.

Press Release *date*

OREGON BATTLE OF THE BOOKS

The 2018 regional Oregon Battle of the Books tournament will take place on Saturday, *date* at *location*. Registration of teams and training for volunteers start at 8:00 am and matches begin at *time* am. Teams from _____ Counties in divisions 3-5, 6-8, and 9-12 will compete. The top teams in each division will move on to compete at the state OBOB finals on April *date* at Chemeketa Community College in Salem.

At our regional Battle of the Books fifty-two teams will participate in a round robin, quiz bowl type competition hosted by the Roseburg High National Honor Society, the Douglas County 4H program, and Roseburg Public Schools. Students in each division read up to 16 books and answer questions on the content of those books written by volunteer teams of teachers, librarians, and others.

Participation in this competition fosters a love of reading in students and can generate much excitement about academic achievement. The program continues to grow each year to the point now where thousands of students participate at the school level in this important literary enterprise.

In many schools the final school team is selected in a competition held in front of the entire student body, so the reach of the program extends beyond just participating team members. The positive image of reading created by the Battle of the Books has incalculable effects on attitudes toward reading of a large number of area students.

For more information visit

Oregon Battle of the Books

<http://www.oregonbattleofthebooks.org>

Email contacts:

Jennifer Park (provide email address and/or phone number)

Judy King (provide email address and/or phone number)

Terri Middle (provide email address and/or phone number)

Mary Mintoock (provide email address and/or phone number)

Sample Post-Event Press Release– Be sure to have proper dates and spellings of places and names.

Press Release *date*

OREGON BATTLE OF THE BOOKS 2018

The regional Oregon Battle of the Books championship took place on Saturday, *date* at *location*. ____ teams participated in three divisions: grades 3-5, 6-8, and 9-12 in a round robin, quiz bowl type competition hosted by _____. Other sponsors include _____.

Students from schools in divisions 3-5 and 6-8 in _____ Counties read up to 16 books and answered questions on the content of those books. High Schools from Lane County competed in the 9-12 division with high school teams from Coos and Douglas. The winners of the final battle competitions will compete at the state OBOB tournament to be held at Chemeketa Community College in Salem on April *date*.

At the 3-5 grade level, the winning team was _____ which defeated _____ of _____ in the final battle.

_____ team members are *team member names*. They are coached by librarian _____

In Division 6-8 _____ defeated _____ in the final match. _____ team members are _____. They are coached by parent _____. This is the second year in a row that Fremont has finished in the top 2 teams in its division.

The winning 9-12 team was Churchill High School. Team members are Mika Smith, Teron Meyner, Sean Griffindorf, Bea Angel, and Bruce Ganson. They are coached by librarian Judi Wellshire. In addition, South Eugene High School (2nd place) and Elmira High School (3rd place) will be going to the OBOB state competition.

Participation in this competition fosters a love of reading in students and can generate much excitement about academic achievement. In many schools the school team is selected in a competition held in front of the entire student body, so the reach of the program impacts many students in each school. The positive image of reading created by the Battle of the Books has incalculable effects on the attitudes toward reading of a large number of county students.

The competition is open to all Oregon schools.

For more information visit

Oregon Battle of the Books <http://oboblsta.pbworks.com>

Region managers:

Jennifer Park (provide email address and/or phone number)

Judy King (provide email address and/or phone number)

Terri Middle (provide email address and/or phone number)

Mary Mintock (provide email address and/or phone number)



Opening Session Announcement/Disclaimer:

The Oregon Battle of the Books Committee members have thought carefully about rules and how best to organize this competition. Please understand that it is our intent that everyone has a terrific day, practice good sportsmanship, and remember the real goal of Battle of the Books *the importance and pleasure of reading.*

It is possible that something that becomes important to you has been overlooked or not considered. We hope that you will share suggestions and thoughts so they may be considered in the following years. A team of many volunteers has worked very hard to select good books, write strong questions, and stage this event. The best has been done to ensure a fair and impartial outcome.

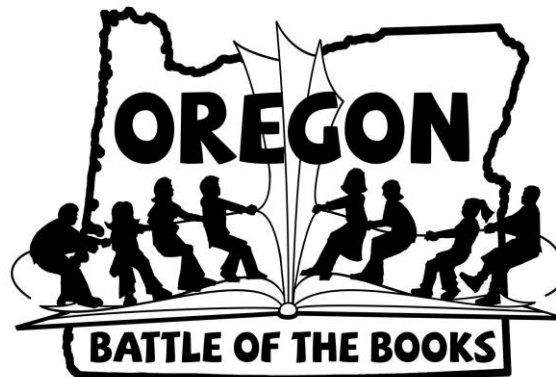
Good luck to each of the teams, coaches, teachers and parents who have supported Oregon Battle of the Books.

Opening Session Script

Present to whole group:

- Welcome to all the teams!
 - You are all winners!
 - All students on teams in this auditorium should be commended on success at their school level.
 - Outcomes of today's regional battle are important but it is also important to remember to celebrate successes to this point.
- Review purpose of OBOB
- Introduce self
- Thank you to host(s) _____
- Thank you to our wonderful dignitaries: _____
- Thank you to volunteers- all volunteers in charge of OBOB, no paid positions
- **Read Aloud Announcement/Disclaimer** Appendix P
- Pull and Read!!!
- Audience behavior:
 - Turn off cell phones
 - Teams - when entering the room, please hand your set of books to the moderator. (Don't forget them at the end of the round!)
 - Please use discretion/keep photography to a minimum, respect that teams don't need distraction. Students who cannot be photographed will have a color sticker on nametag.
 - No babies/toddlers unless silent
 - No talking during a battle, only ones to talk should be spokespersons and moderator. Participants must be quiet during the contest. Good sportsmanship is key to enjoying OBOB.
 - Try not to leave/enter the room while a battle is occurring.
 - Dispose of food/trash, you are a guest at the school.
 - Teachers are showing trust sharing their rooms; please leave it as you found it.
 - During the competition time, please keep quiet in hallways.
 - Come back to the _____ after the battles.
 - Please stay and support final teams which will represent this region at state competition.
- Round/schedule review
 - There will be two/one rounds of pool play. Each team will battle twice in each round of pool play. The scores of the four/two battles will be added together to determine which teams will proceed to the following rounds of competition.
 - Point out 16 questions per round, each team plays 2 rounds, then top 8 (or 16) teams based on points battle, then top 4 teams based on points battle, then final two teams battle with 32 questions.
 - Ties: If there is a tie during a pool-play round, there will be NO tiebreaker questions. The points accumulated will determine seeding for the bracket play; wins do not determine this. If there is a tie between teams with their total points from the two rounds of pool play, there will be a special tiebreaker round. This only occurs if there is a tie for the top teams for bracket play (16, 8 or top 4 teams).

- Question round explanation
 - First 8/16 questions will be "In Which Book" the Second 8/16 questions will be "Content" questions.
- Coin toss procedure review
 - To determine where teams will sit (to receive even or odd questions) there will be a coin toss. Teams will pick a number between 1-10, the closest will choose heads/tails, then the coin will be tossed. The team that wins will choose where they'd like to sit.
- Alternate(s) rotation option reminder
- Challenge procedure review
- At the end of a battle, the Moderator/Reader must allow 15 seconds for challenges to be articulated through the team's spokesperson only. If there are no challenges, the final score will be announced and a winner will be declared.
 - The challenging team will have TWO minutes to find and mark the page numbers (with a post-it note) where the answer can be found in the book they named.
 - The timekeeper will begin timing after the Moderator/Reader recognizes the challenge and copies of the book are given to the challenging team.
 - When time is called, discussion must stop.
 - The official timer will announce only the end of the TWO minute time period.
 - The challenging team should be able to provide exact reference to a page in the book so the judge can refer to the correct passage.
 - The judge determines whether the challenge is successful or not. An answer may be considered correct by way of inference. If the judge accepts the challenge as successful, and the other conditions for gaining a score were fulfilled, the points shall be awarded and the scores amended.
 - Limit of 1 challenge per round.
 - The judge's decision is final.
- **Let the battles begin!**



Sponsored by OASL

Coach/Co-Judge Statement

(Moderator reads @ first two pool play rounds)

“Each OBOD coach must serve as a co-judge in all battles in which his/her team participates. It is the coach’s obligation to exemplify honesty, integrity, fair play, and sportsmanship in all OBOD battles regardless of the impact that may have upon the outcome of the competition. A coach may not communicate with his/her team or take notes during a battle in which he/she is serving as co-judge.”

OBOB STATE TEAM Information

Please print

School Name: _____

OBOB Region: _____

OBOB Division: 3-5 6-8 9-12
(circle one)

Coach name: _____

Coach contact email: _____

Coach contact phone: _____

Names of team members:

1. _____

2. _____

3. _____

4. _____

5. _____