



# **Oregon Battle of the Books Regional Manager Manual 2021-2022**

This document is intended to provide resources to assist regional 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.

The OBOB Project is supported, in part, through a 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.

OASL is committed to equity, diversity, inclusion, anti-racism, and anti-oppression in its organization, policies, practices, and educational resources and opportunities.

For more information and resources, visit our website:

<http://www.oregonbattleofthebooks.org>

# Oregon Battle of the Books Executive Board

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**Div. 6-12 Regional Mentor:** Christy Sander – obob6to12regionalmentor@gmail.com  
**Liaison Chair:** Elaine Ferrell Burns – obobliaison@gmail.com

If you have questions about your region's OBOB tournament, please refer to this handbook. If you do not find the necessary information in these documents, please read the following job descriptions and direct your email to the most relevant OBOB Executive Committee member.

## OBOB Job Descriptions

**OBOB Administrator** – registration issues, facilitates Executive Committee meetings  
**OBOB Outreach Chair** – maintains the OBOB website, newsletter and Facebook page as well as news related communication  
**OBOB Financial Chair** – oversees OBOB budget, regional managers re finances, donations to OBOB, other finance issues  
**OBOB Book Grant Chair** -- facilitates and oversees LSTA grants  
**OBOB Secretary** – maintains minutes for Executive Committee meetings, edits Handbook and Manual, questions about rules and regulations  
**OBOB Title Chair** – questions/concerns about title selection, application to join a title selections committee  
**OBOB Question Chair** – responds to concerns from question writers, concerns from registered schools about receiving local questions, concerns about regional questions from regional managers  
**OBOB Regional Mentor 3-5** – responds to questions/concerns regarding grade 3-5 regional tournaments  
**OBOB Regional Mentor 6-12** – responds to questions/concerns regarding 6-8 and 9-12 regional tournaments  
**OBOB Outreach Chair** – handles the webpage, newsletter and Facebook accounts  
**OBOB State Tournament Manager** – handle all aspects of the state tournament  
**OBOB Liaison Chair** – acts as the OBOB liaison with other organizations such as the Oregon Library Association and Oregon Association of School Libraries. Provides support for the incoming Administrative Chair and OBOB promotion projects.

*Note: At times, committee members are not available for immediate response. You may receive a message from an alternate contact.*

## Welcome!

To everyone serving as regional managers, planning committee members and all other volunteers helping orchestrate regional tournaments, we thank you for your time and hard work!

## 2022 Tournament Dates and Deadlines

- March 11 School championships completed
- March 25 School winners' names submitted to regional managers
- April 4 Regional tournaments begin
- April 29 Regional tournaments completed
- May 31 Turn in expense reports to OBOB Finance Chair

## Role of Regional Managers

- Regional managers will take the lead on tournament arrangements and scheduling.
- Regional managers will recruit a team of volunteers to assist with competition planning and management.
- Regional managers will delegate tasks to members of the planning committee.
- Regional managers will communicate with school OBOB coordinators to choose an appropriate online meeting platform.
- Regional managers will work with mentors on the OBOB State Executive Board to answer questions and concerns:
  - Grades 3-5: Heidi Pramuk; [obob3to5regionalmentor@gmail.com](mailto:obob3to5regionalmentor@gmail.com)
  - Grades 6-12: Christy Sander; [obob6to12regionalmentor@gmail.com](mailto:obob6to12regionalmentor@gmail.com)

## Tournament Hosting

- All tournaments must be held via Zoom or other suitable virtual meeting platform.
- All moderators, scorekeepers/timekeepers, and students participating in a regional tournament must be able to access and use the chosen meeting platform, including having adequate internet access.
- Regional manager should communicate with school OBOB coordinators in their region to determine which meeting platform is most suitable for all participants.
- Battles will be structured so that the moderator hosts a Zoom meeting with each participating team logging in to battle at scheduled times.
- Teams may either meet in one room and log in to battle using one computer/camera, OR each team member may log in individually from separate locations.
- If a team chooses to battle as one group, proper safety protocols of the school must be followed (masks, appropriate distance, etc.)
- Coaches will ensure that each team member is able to provide their own battle accommodations OR work with the school to provide one battle room for the whole team to meet and battle.
- Chairs should face the camera so the moderator can see all players.

## **Preparations for Regional Managers**

- Prepare a list of participating schools in your region pulled from the official OBOB participant spreadsheet. School names, OBOB Coordinators, emails, etc. can be found on the OBOB website.
- Request a confirmation response from each school in order to proceed with planning the tournament around a definite number of teams.
- Recruit enough moderators, scorekeepers, and timekeepers for pool play and bracket play. (note: it is acceptable for coaches to act as scorekeepers during Zoom battles.)
- Handle registration of teams.
- Ensure that you and all moderators are established as hosts for Zoom meetings (or other applicable online meeting platform).
- Confirm with schools that everyone has access to designated meeting platform that will be used for regional tournament. (Zoom, Google Meets, etc.)
- Create schedule for pool play battles, which will take place via Zoom.
- Create schedule for bracket play battles, which will take place via Zoom.
- Send schedule and appropriate links to schools for battles as needed.
- Receive pins for winning teams from OBOB Outreach Chair.

# Virtual Regional Tournament Structure

## Opening Session

- Regional Managers may opt to host an opening “welcome” session on Zoom prior to the start of the regional tournament.
- Send Zoom link to all school OBOB coordinators who may then pass it on to their teams’ families (open to students, parents, coaches, school OBOB staff, etc.)
- Include introductions, purpose of OBOB, thank you to moderators.
- Go over procedures, rules, format, duration, etc.
- Mention specific changes/modifications to rules for virtual 2022 tournament.
- Discuss audience instructions/sportsmanship.
- Review seeding procedure for bracket play.
- Review procedure for announcing teams who will advance to bracket play.

## Pool Play

- Regional tournaments must include four battles for each team during the pool play round.
- Schedule matches via Zoom or other acceptable virtual meeting platform.
- Each moderator should act as a Zoom “host” for every virtual battle.
- Inform teams of battle dates and provide school OBOB coordinators with Zoom link.
- Regional managers may schedule pool play battles with either two OR three teams at a time. If scheduled with three teams at a time, each team will take turns battling the other two teams in the Zoom room and complete two of their four pool play battles.
- Pool play scores are cumulative.
- Teams with the top total scores move on to the bracket play rounds.
- If there is a tie between two or more teams for the eighth position in bracket play, then a tie-breaker battle will need to be scheduled with those teams.

## Bracket Play

- Elimination rounds begin with the top eight scoring teams of the pool play rounds (Elite Eight)
- Schedule battles with two teams at a time in a Zoom meeting.
- Winning team moves on to the next round of bracket play (Final Four, then Championship)

## Scoring

- Each battle may include the login of a scorekeeper/timekeeper in addition to the moderator and battling teams in the Zoom meeting.
- Scorekeeper may either display the scoreboard on their screen with their camera (NOT via screen sharing) or announce the score periodically to keep teams updated.
- **Missed questions will NOT be asked to the opposing team; teams will not have the ability to steal points.**
- For pool play rounds, create a spreadsheet to calculate each team’s total pool play score (a template for this is provided in regional managers’ resources folder)
- All rounds of play will use the 16-question score sheet
- Only championship matches will use the 32-question score sheet.
- See specific details and examples of scoring under “Scorekeeper’s Role” below.

# Virtual Regional 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 device recording of battles may occur. Coverage of the competition by local media may occur on a limited basis.
3. Each battle will consist of sixteen questions; eight "In Which Book" and eight "Content" questions. The championship battle will consist of thirty-two questions (sixteen of each type).
4. Competition begins with four pool play battles. The top-scoring teams proceed to an eight-team single elimination tournament. The eight teams with the highest cumulative score for all pool play battles advance to the "Elite Eight" bracket.
5. Each team will bring a complete set of concealed OBOB books (paper copies, not electronic versions). These will be used in case of a challenge.
6. Teams are made up of up two to four members with one optional alternate, for a total of five members. Teams may battle with no more than four players and no fewer than two.
7. Of the four competing members, one will serve as the spokesperson throughout each battle. The role of spokesperson may be changed for each battle but not during a battle.
8. Alternate members who are not playing will sit in a designated area during battles and may not participate in the battle in any manner.
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 if they would like the odd-numbered or even-numbered questions.
10. For pool play rounds, three teams may be present in the same Zoom meeting with the moderator. Two teams will battle at a time, while the third team is watching and muted by the moderator. Each team will take a turn battling the other two.
11. The Moderator will review the rules and read a good sportsmanship statement 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 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 twenty seconds to quietly discuss the question among themselves. Once the team has their answer, the spokesperson should raise their hand to indicate they are ready to speak. All discussion **MUST** stop. **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.
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 must record, "No answer."
14. A team's spokesperson may request a repeat of a question. All repeats must take place within the twenty-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. While asking a question, the moderator may choose to mute opposing team on Zoom.
16. "In Which Book" questions will be read first and are worth a total of five points. In the case of a partially correct response (whether it is only the title OR the author that is correct), three points will be awarded. Book titles and authors must be stated as listed

on the official OBOB book list. Omission of the articles *a*, *an*, and *the* at the beginning of a title will be accepted as correct.

17. For "Content" questions, five points are given for the complete answer. Designated two-part questions may be broken down for partial credit, with three points given for a partially correct answer. No partial scores will be given unless the question is designated as "Two Parts." Prior to reading the question, the moderator will let teams know the title of the book as well as if it is a two-part question.
18. If a team gives an incorrect answer, zero points are awarded. **The question is then discarded and does NOT pass to the opposing team.** No team may acquire points from the opposing team's incorrect answer.
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.
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 **twenty seconds** for challenges to be articulated through the team's spokesperson only. The teams are each limited to one challenge per battle. If there are no challenges, the final score will be announced, and a winner will be declared. The battle will be considered complete, teams will log off, and no further challenges will be entertained.
25. Accepting the score: Teams will verbally accept and confirm the score. The battle will be considered complete when each team has been provided an opportunity for a challenge.
26. Bracket seeding is based on total cumulative points earned in pool play. If there is a tie for the last spot in bracket play, there will be a tiebreaker battle.
27. During tiebreaker battles, each team will be asked one "In which book" (IWB) question, and then each team 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, and timekeeper will work collaboratively to provide a fair and enjoyable battle.*

## **Moderator's Role**

- Have teams arrange their chairs so each team member faces the computer/camera/moderator.
- Moderator hosts the Zoom call and may choose to mute all teams except the answering team.
- Teams will move their stack of books out of sight of each other and the camera.
- Moderator should also have a complete set of books available with them for reference during challenges.
- Some accommodations may be necessary for team members, such as the use of a sign language interpreter. These accommodations shall be agreed upon by the regional/state manager with the agreement of the OBOB Executive Board and communicated to the moderator prior to a battle.
- Moderator leads the battles according to battle procedures.
- In the event that a team, team member and/or audience member does not conduct themselves(s) in a good sportsmanship manner the moderator may stop the battle and speak to the offending person(s). Should disruption continue, the moderator may evict the person(s) from the battle.

## **Coach's Role (for Competition)**

- Prior to any competition please review good sportsmanship guidelines with your team.
- Coach will ensure that all team members are able to log in to the Zoom meeting.
- Ensure that one copy of each OBOB book is available in case of a challenge.
- Have students create a school name card to display facing the camera during battles.
- The Moderator may ask coaches to act as scorekeeper or time keeper (this depends largely on how many volunteers the regional manager was able to recruit).
- A coach may remind the moderator of a procedure that was forgotten.
- Remind team members to thank battle officials.
- 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.

## **Timekeeper's Role**

- Be familiar with the role of timekeeper and the contents of this handbook.
- Start the timing device as soon as the Moderator finishes reading each question. Time for twenty seconds and verbally call, "TIME" when the twenty second collaboration time is up. A team's spokesperson may choose to answer before time is called. If so, stop timing and do not interrupt a student's answer to call, "TIME."
- At the end of the battle, the moderator will ask each spokesperson if there is a challenge. Provide twenty seconds for a decision to challenge to be determined.
- If a team chooses to challenge a question, they will have two minutes to find the page or passage in the book supporting their answer. Begin timing this two-minute period when the team has a copy of the challenged book. Call, "TIME" when two minutes have elapsed. The team may find their page before the two 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 two minute time period. All team discussion must stop, and the Spokesperson must give an answer.

## Scorekeeper's Role

- Become familiar with scoring procedures and the contents of this handbook.
- The scorekeeper may keep score on a whiteboard, chalkboard, or giant scoresheet where it is visible on camera to both teams and the audience.
- After the winner of the coin toss has chosen to answer even- or odd-numbered questions, write the school names in the appropriate columns on the white board and scoresheet.
- Listen as the moderator announces the school name and question number and award the points correctly.
- The moderator will also record the scores of each question on question sheets/cards.
- Add up the scores at the end of the battle.
- Transfer all scores from the whiteboard onto an official OBOB scoresheet for documentation. If applicable, compare scores with the other coach and/or moderator for verification.

## The Basics of Scoring:

- All questions are worth five points. If a team gets only the title OR the author correct on an "In Which Book" question, they receive three points.
- Occasionally there will be a two-part "Content" question. It will be stated on the question card, and the moderator will announce, "This is a two-part question." If both parts are answered correctly, the team earns five points. If the team only answers one of the parts correctly, they will earn three points.
- The opposing team does not get a chance to answer any missed questions. They will receive a brand new question on their turn.
- Should any scoring conflicts arise, ask the moderator to pause the battle and resolve.

Example:

	<b>School Name:</b> <small>(Receives odd-numbered questions first)</small>	<b>School Name:</b> <small>(Receives even-numbered questions first)</small>
	School of Readers	OBOB Academy
<b>"In Which Book" Question</b>	<b>Points Earned</b>	<b>Points Earned</b>
1	5	-
2	-	5
3	5	-
4	-	5
5	5	-
6	-	5
7	3	-
8	-	5
<b>"In Which Book" Subtotal:</b>	<b>18</b>	<b>20</b>

Content Question	Points Earned	Points Earned
1	5	-
2	-	3
3	0	-
4	-	5
5	5	-
6	-	5
7	3	-
8	-	0
Content Subtotal:	13	13

  

<b>Battle Total:</b>	<b>31</b>	<b>33</b>
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## Protocol for Challenges

- After the battle, the moderator will ask each team's spokesperson if their team would like to challenge any question. A team may only challenge a question that they were asked. Each team may only accept one challenge per battle.
- 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. A team may not challenge an answer given by the opposing team.
- The teams have twenty seconds for their spokesperson to respond.
- If both teams wish to challenge a question, The moderator should handle one team at a time. Ask the teams which question they wish to challenge. The team answering the odd-numbered questions should go first. The other team should remain muted on Zoom.
- 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 the 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.
- Students may use one copy of the challenged book to prove their answer.
- The challenging team will have two minutes to find and mark the page number(s) where the answer can be found. The moderator will not provide the page number(s) of the answer given on the question card. Note that not all of the page numbers will be exact because of different printings.
- Timing will begin **after** the coach provides the book to the challenging team.
- At the end of the two minute time period, discussion must stop. There will be no countdown of time.
- The challenging team will show the moderator the exact wording that supports their challenge. The team shall not explain their answer.
- The moderator determines whether the challenge is successful or not. An answer may be considered correct only by way of evidence. If the moderator accepts the challenge as successful, the points shall be awarded and the score amended.
- The moderator will explain the decision and process of amending points to the teams.
- The moderator's decision is ALWAYS FINAL and there is NO further discussion.