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Oregon Battle of the Books Regional and State Manager Manual 2023-2024

OBOB is partially funded by a grant from the LSTA (Library Services and Technology Act) administered by the Oregon State Library and receives support from the Oregon Association of School Libraries (OASL), the Oregon Library Association (OLA), and Chemeketa Community College (CCC). OASL, and OBOB operating under its umbrella, is committed to equity, diversity, inclusion, anti-racism, and anti-oppression in our organization, policies, and practices.

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, or documents received from Regional Manager Mentors should be distributed to participants and volunteers.

All information included in this manual is consistent with the Official
OBOB Handbook 2023-2024

There are documents in the Official OBOB Handbook that are not in this Regional and State Manager's Manual. They include: General Player and Team Rules, OBOB Regions by County, What's New in 2023 and 2024, Student Participation Clarification, OBOB History and Organizational Structure. Please read the Handbook if you are unfamiliar with these topics.

For more information and resources, visit our website:

[Oregon Battle of the Books](https://www.oregonbattleofthebooks.org/)

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Oregon Battle of the Books Statewide Committee

State Executive Committee Members and State Tournament Volunteers:

Administrative Chair: Christy Sander – oboblsta@gmail.com
Administrative Vice-Chair: Emily Louwsma obobvicechair@gmail.com
Liaison Chair: Elaine Ferrell Burns – obobliaison@gmail.com
Outreach Chair: Susie Van Buskirk – oboboutreach@gmail.com
Financial Chair: Kim Young – obobfinancechair@gmail.com
Book Grant Chair: Ryan Dempsey – obobbookgrant@gmail.com
Question Editor: Ken Randall – obobquestioneditor@gmail.com
Secretary: Laurie Phelan – obobsecretary@gmail.com
Title Selection Chair: Wendy Gassaway – obobtitlechair@gmail.com
Regional Mentor 3-5: Thomas Moll – obob3to5managermentor@gmail.com
Regional Mentor 6-12: Ellie Eliopulis – obob6to12managermentor@gmail.com
State Tournament Manager of Volunteers – Libby Hamler-Dupras – obobstatevols@gmail.com
State Tournament Assistant Manager of Volunteers – Valerie Harris – obobstatevolsast@gmail.com
State Tournament Manager of Team Communications – Becky Benton – obobstateteam@gmail.com
State Tournament Manager of Questions and Packets – Heidi Pramuk – heidipramuk@gmail.com

If you have questions about your school level program, please contact your school coordinator before contacting anyone on the OBOB Executive Committee. Please refer to this Regional Manager Manual or the Handbook before sending any emails. If you do not find the information necessary in these documents, please read the following job descriptions and direct your email appropriately.

OBOB Job Descriptions

OBOB Administrator – registration issues, facilitates Executive Committee meetings.
OBOB Vice Administrator – assists Administrator as needed and recruits regional managers.
OBOB Liaison Chair – acts as the OBOB liaison with other organizations such as the OLA and OASL. Provides support for the incoming Administrative Chair and OBOB promotion projects.
OBOB Outreach Chair – maintains the OBOB website, newsletter, and Facebook page as well as news related communications
OBOB Financial Chair – oversees OBOB budget, communicates with regional and state managers regarding funds for tournaments, tracks donations to OBOB, facilitates LSTA and other grants, and other finance issues
OBOB Book Grant Chair – facilitates and oversees book grants
OBOB Secretary – maintains minutes for Executive Committee meetings, edits Handbook and Manual
OBOB Title Chair – questions/concerns about title selection, application to join a title selections committee
OBOB Question Editor – recruits, trains, and manages question writers and editors, responds to registered schools and regional managers regarding official questions and rules interpretations
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 State Tournament Coordinators – handle all aspects of the State Tournament

***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 and state managers, mini-regional leaders, regional and state planning committee members and all other volunteers helping orchestrate regional, mini-region and/or state OBOB competitions we thank you for your time and hard work.

Regional and State OBOB Competition Guidelines

The Regional/State manager will take the lead on local arrangements, will recruit a team of volunteers to assist with competition planning and management, and will delegate tasks to members of this planning committee.

Regional/State planning committee tasks

The OBOB Statewide Committee includes two Regional Mentors on the Executive Committee. These positions were created to help Regional Managers; please be sure to contact them with questions and concerns.

Thomas Moll serves as the Grades 3-5 Regional Mentor and may be reached at

obob3to5managermentor@gmail.com. Elie Eliopoulos serves as the Grades 6-12 Regional Mentor and may be reached at obob6to12managermentor@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 contact 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 committee members in charge of: Registration, Battle master, Facilities/logistics, Volunteers, Questions, Refreshments & sales, Printing & packet preparations, Scoring, and PR/photos/awards/recognition.

Insurance

It is mandatory for liability purposes that each Regional and State Manager obtain a certificate of insurance. One may be provided through OLA (Oregon Library Association). Here is the request form URL <https://ola.memberclicks.net/obob-certificate-insurance>. Advance notice is needed as it may take up to 14 days to get the certificate. Once the insurance carrier creates the Certificate of Insurance, it will be mailed to the individual that submits the request for insurance. If you have questions, do not hesitate to contact Shirley Roberts, OLA Association Manager at ola@olaweb.org or call her at 541-962-5824.

Budget Guidelines

OBOB provides reimbursement for approved Regional expenses. Actual expenses will vary depending on location -- some buildings do not charge for building use, some schools donate supplies, etc. **\$1,000 is the general ceiling per location for each regional.** Please negotiate prices, ask for donations, and generally try to keep the costs as reasonable as you can. OBOB relies on prudent spending to keep costs low and also to afford things like book sets for schools in need. If you anticipate exceeding your regional budget, please contact the State OBOB Committee Financial Chair ASAP for arrangements.

Reimbursements

- Acceptable reimbursements include: building rental, janitorial, stationary supplies, copy/print charges, and refreshments for *volunteers*.
- Non-acceptable reimbursements include, but are not limited to: refreshments for *students*, face painting, balloons, photo booths, bouncy houses and other forms of entertainment.
- **Reimbursement requests** are due within 2 weeks of your Regional, mini-Regional, or State tournament.
 - **Include your region name and grade level in the comment section on your form.**
 - Reimbursements must be submitted on [the correct reimbursement form](#) (a copy is on the next page).
 - Receipts for all claimed expenses must be included.
 - Try to submit 1 form per region. Multiple forms and/or multiple submitters may delay your reimbursement.
- Received requests are typically processed within 2 weeks of receipt of a complete reimbursement request. You will be contacted if items are missing.

Budget/Reimbursement questions: Contact Kim Young, OBOB Finance Chair at obobfinancechair@gmail.com or text at 541-708-1124. Please allow 72 hours for response.

Below is an example of the reimbursement form managers need to send to OBOB Finance Chair along with receipts. Or you can use this link for the [fillable form](#). Be sure to scan your receipts and attach them to your email.

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

Date:

Make Payable To:

Address:

Phone Number:

REGIONAL (ie Region 3 Elementary):

Committee: OBOB OASL

Authorized By: Kim Young

Budget Line to be used for expenditure: OBOB2024 LSTA

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		No	No
	Postage			
	Printing (quest. For Regionals)		No	No
	Travel: Mileage _____ X \$.625 per mile = _____ Lodging			
	Parking:			
	Total			

Submit to Kim Young.
Email (preferred; in pdf format)
 obobfinancechair@gmail.com
 Text: 541-708-1124
 Mail: Kim Young, OBOB FC
 1311 E Barnett Rd, Ste 301
 Medford, OR 97501

*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 delays in processing payment.

Pre-competition: Coach/Team Contacts

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.

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 there is 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
- Exact address of tournament site
- Schedule
- Pool Play assignments (tentative)
- Rules and procedures (see appendix)
- Reminder to bring a set of books (in closed bag, tote, or box)
- Request cell phone numbers for coaches to facilitate communication at the event.
- Send behavior contracts to coaches. Each team member must turn in a signed contract at the tournament.

If any questions arise regarding the participation of school teams, refer to "General Player and Team Rules" in the official OBOB Handbook 2023-2024.

Email participation certificates for coaches to print for their team. (see appendix).

Pre-competition: Other Contacts

Most regional tournaments are held in a school building, but it is not required. Public libraries or churches are examples of possible alternative buildings to consider. Be sure that the location of the regional tournament has enough rooms and parking to accommodate the event.

Contact the host school to reserve needed rooms and equipment. 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 the 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, and "thank you" tokens. Unnecessary expenses such as photo booths, balloons, entertainment, etc. will not be reimbursed by OBOB.

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 from participating schools and the community. Encourage participating schools to send volunteers to assist as timekeepers and scorekeepers. Use your most experienced volunteers as Moderators. *Consider recruiting volunteers from 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 your tournament. For a sample press release, see page 50. (Also see "How to Manage Public Relations" in the OBOB Handbook)

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

Prepare blank name tags or school name tags 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 presentation and/or book signing might be a good event to plan while scores are being tallied prior to bracket play. There is no room in the budget to pay for an author's appearance at the regional level.

Many regional managers make arrangements with 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 Pool Play.
- Set-up score spreadsheet prior to the event to auto calculate on a computer.
- Provide name tags and labels for adult and student volunteers. (moderators, timekeepers, scorekeepers, runners)
- Tell timekeepers to use a smart phone app for timing or borrow stopwatches
- 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 a map of the school (with battle rooms and bathrooms 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 the competition the evening before the event.

Volunteer Preparations

Provide time and space for training of volunteers at the start of your tournament. The school library is commonly used. Communicate to volunteers: moderators, timekeepers, scorekeepers, and coaches the expectation that they must attend the volunteer training. Coaches do not have to attend training at the state

tournament.

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

Arrange for water and refreshments for volunteers. A staff room is commonly used. Check on the 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 Moderators at the training.

Assign a moderator, timekeeper, and scorekeeper for each battle room ahead of time. Use your most experienced volunteers as moderators.

In advance of the tournament verify the names of coaches or their designee who will accompany each team. Note: Some coaches have teams in more than one division.

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

Recruit local students to begin the day at key areas to direct teams and others around the building. The students may also act as runners to take final score sheets to the scoring room.

Provide a training presentation for moderators, timekeepers, scorekeepers, and coaches. Communicate the expectation that they must attend the volunteer training.

Coaches do not have to attend training at the state tournament. A slide show is available on the OBOB website. <https://www.oregonbattleofthebooks.org/>

It is listed as "Training" and is under the heading: 2023-2024.

Identify those responsible for "running" score sheets/questions to the main tally station at the end of each round.

It is strongly 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 for sample schedules of how to rotate teams so that each team plays twice in each pool play.

As schools or coaches send in the names of their team members create a roster to be used at the "Check-In" table.

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. Ask them to provide white board space for scorekeeping and create clear space at the front of the room. Offering a diagram of how the room will be set up may help.

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

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

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

Provide a 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. Consider discontinuing the use of the *farthest away* classrooms as you move through bracket play. As you finish with some classrooms your volunteers can begin to rearrange the furniture to the teacher’s desired set up. Check for any lost/forgotten items as the classrooms are closed.

Registration

- Team Check-in: We prefer to have the coach check-in with all team members present. But if a coach has two teams or is in regional training, it may be necessary to have another adult check in the team. Occasionally a student may arrive late for the competition. The rest of the team may check in together, but the last arriving student should still stop by the Check-In table.
- Verify team names against your previously created roster.
- Collect signed behavior contracts from all students.
- Distribute Team Packets to coaches.

Make extra handouts available for parents & others to pick up near the registration table. (Such as the schedule, title list, rules, maps)

Tournament Hosting

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

This should occur simultaneously as readers, scorekeepers, timekeepers, and coaches are in volunteer training. (Coaches don’t attend training at the state tournament.)

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 posters 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 for sample bracket structure.

Prior to regional competitions the OBOB committee will determine the number of teams advancing to the state competition. Every region will send at least one team to state per division, but larger tournaments may send more than one. If you are unsure about your tournament – reach out to the appropriate regional manager mentor.

Recognize the winning teams at the conclusion of play and present OBOB pins to those teams continuing on to the state tournament.

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

Tournament Structure

ORGANIZE POOL PLAY

Set up two rounds of Pool Play. There are suggested schedules in this Manual.

You should set up round-robin matches with three teams in each group. Each team plays two out of three matches.

Each team should compete against new teams in the second round.

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 2 teams each 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 that will do a standard round-robin, then 2 rooms – 1 with 3 teams and 1 with 2 teams -- that have to switch rooms as in the following example:

Pool 2 Room 2

9:00 Team D vs. Team E

9:20 Team E vs. Team F

9:40 Team D vs. Team H

Pool 3 Room 3

9:00 Team F vs. Team G

9:20 Team G vs. Team H

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

When creating the second round of Pool Play, group different teams together.

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

Bracket seeding is based on total points earned in pool play. The number of wins in Pool Play rounds do not determine which teams move on to brackets.

Advancement in bracket play is based on wins.

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 Rules 26-30 in the Official Handbook 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, Fabulous 4, then a Regional Final

8 - 15 teams competing = top 8 teams advance (Awesome 8), then on to Fabulous 4, then a Regional Final

There can be some adjustment in how far Bracket Play is extended. Larger regions may send more than one team to the State competition. The scores (highest to lowest) determine the ranking or seeding in the bracket. However, remember that these readers are competitive and will want to know their rankings.

Round to Go: The “Round to Go” is the round in your tournament that determines which team or teams will advance to State. In Regions with one bid to State, the tournament final is the Round to Go. In Regions with two bids to State, the semifinal round (Fabulous 4) is the Round to Go, as both winning teams will advance to State. The Round to Go shall have 32-Questions and use the hardest available questions (Set M).

Plan semifinal rounds with the top four remaining teams – 24 questions in 1-bid Regions and 32 questions in 2-bid Regions. Plan a championship battle with the final two teams – 32 questions in a 1-bid Region and 24 questions in a 2-bid Region.

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 fewer than 8 teams. For example, if your Region has 6 teams, you can give the top two teams a bye into the semi-final, then schedule team #3 vs. #6 and team #4 vs. #5 in a modified Awesome 8 bracket. Since time constraints do not impact smaller divisions, it is a better experience for the students to get to play more times.

See appendix for bracket diagrams.

Print a few 32 Question and 24 Question score sheets to have ready for use in each division’s semifinal and final matches. All other battles will use 16 Question score sheets.

SAMPLE TOURNAMENT SCHEDULES

We offer three different model schedules (see appendix) that you can adapt for your region’s divisions depending on the number of teams competing.

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 the 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 the 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 the tally of points earned in the four matches.

(Remember "no steals" in Pool Play for grades 3-5 and 6-8.) If ties occur for bottom spots, tie-breaker matches will need to be held.

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

Semifinal rounds will use the 24 Questions score sheet. 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 the auditorium, etc.

See Appendix for scoring samples and bracket structure.

Schedule – this schedule is for two rounds of Pool Play

7:30 – 8:30 am Registration of teams

8:00 am Training of volunteers (Typically takes 30-45 minutes)

8:45 – 9:05 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

11:45 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 tiebreaker 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 moderators **must** read the questions in order - especially when some teams may need to switch rooms.*

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

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

Room packets should include the 6 question sets needed for Pool Play rounds, but questions for bracket play should be dispensed as needed to moderators.

Incident Report

From time-to-time mistakes are made, rules or guidelines are not adhered to, and/or tempers flare. If an incident occurs or a complaint is made, please complete the incident report provided in Addendum R. Incidents requiring the report form are rare but we want everyone to have this tool to help move matters forward. Please remember that a moderator's decision will not be changed or modified. And, once the scoresheet has left the battle room it may not be changed or amended.

Follow-up

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

Keep track of receipts for reimbursement from OBOB Finance Chair.

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

Report regional winners' names to the designated state manager as soon as possible after your competition. You may use the form in the appendix or your own version of it. It is recommended that the regional managers photocopy the form as needed and put the blanks into the battle packets for the final battles (and 3rd-place battles or semi-final battles, if two or more teams from a division in that region are qualifying).

Take pictures of your 32-question scoresheet(s) and email to the Question Editor at obobquestioneditor@gmail.com as soon as possible after your competition. This data is used to determine Wild Card bids to State if there will be any – the highest scoring teams who lose in the Round to Go may win a Wild Card bid to State, but we require data from all Regions to calculate the Wild Card winners.

Send out press releases and/or post to Facebook, include names of regional winning schools and photos as appropriate.

Encourage 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 tournament.*

Miscellaneous Instructions

Facilities

Need a large group space for 100-800 students, parents, siblings and coaches

2-4 tables for registration of teams

8-16 classrooms needed for simultaneous Pool Play (maybe more rooms for the state tournament)

A training room with a sound system and projector for training purposes, seating, tables and a clear white board or lots of butcher paper will be needed for volunteers to sign up for bracket play matches after pool play. Hospitality room with seating, tables, or a counter for setting out any food offerings and water. *The training room and hospitality room could be in the same place.*

Scoring room

Restroom access

Microphone/PA System for the large group (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...

Exchange cell phone numbers so key team members can communicate during the event. Be sure that the phones 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 the front of the room. The chairs can be arranged around a desk if desired.

Teams should face the moderator rather than the audience

A table or podium in the center for moderator

Chairs for the timekeeper and scorekeeper and a desk or clipboard for scorekeeper

A 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 the instruction sheet.

Items to include:

List of official OBOB book titles and authors for that division (see appendix)

Rules/Procedures (see appendix)

Duties of Battle Officials (see appendix)

(Moderator, timekeeper, scorekeepers)

Score sheets – 16 Question score sheets pre-labeled if possible (see separate file available from Regional Manager Mentor)

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

(No tiebreaker questions will be used in Pool Play)

Door sign: "Battle in session" (see appendix)

Map of building

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

Have timekeeper use a cell phone app

Post-it Notes

Pencils/Pens

White board marker and/or marker pen

Incident report form

Team packets

Pool Play Battle Schedule

Team name tags - for students and coach (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)

Sign to display school name for moderator; 8.5 x 11" cardstock, folded lengthwise works well for this

Rules/Procedures (see appendix)

Map of the school with the Pool Play rooms designated as well as bathrooms

Participation Certificates should have been emailed to coaches prior to event (see appendix)

Volunteer Check-in

Prepare a check-in list 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 name tags (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 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 the registration table for consistency.

Registration Table

Verify that all team members and coach are 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.

Collect signed behavior contracts from all students.

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

Have extra maps and schedules for parents and other guests

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

- Room packets/envelopes
- Supplies like pens, pencils, etc.
- Lanyards & aprons at State

Opening general session

See appendix for sample opening scripts.

See appendix for disclaimer to be read aloud to participants and guests.

Introduce key people

Purpose of OBOB

Background of OBOB/LSTA and sponsors

Thank you to hosts and volunteers

Thank you to the Oregon Library Association and the Oregon Association of School Libraries

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

Ask people to silence their cell phones

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

Please be respectful of classroom spaces and teacher materials

Remind students to be quiet in hallways access during battles

Review main rules with all teams prior to play.

Review ground rules for the facility. For example, limit your snacking to the cafeteria...:

Audience instructions/sportsmanship.

Review that there is “no stealing” in pool play for grades 3-5 and 6-8. Review that seeding for bracket play that is based total points from each team’s four battles in pool play.

Review procedure for announcing teams who will advance to bracket play. Teams can “steal” in bracket play battles.

Battle Officials

The Moderator, Scorekeeper, and Timekeeper 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 for full battle official job descriptions.

Moderator

- Review rules and expectations.
- Read questions and run the Battle.
- If a question is misread at the regional or state competitions, a new question may be given.
- Record each team’s points on all question cards. This creates a third record of the scoring if the paper score sheet and the one on board do not match.
- Make notes on question cards of all wrong answers a team gives. These will be referred to during “Challenges”.
- At the end of a battle, the moderator will ask the scorekeepers to compare their final scores.
- Ask both teams if they wish to “Challenge” a question. They have 15 seconds to discuss and then say which question.

- Render decisions on challenges or other questions.
- The moderator makes the decision about challenges. A moderator could confer with coaches, but it is not encouraged. Any discussion with coaches, if necessary, should be made out of hearing and line of sight of participants and audience members. Move into the hall if necessary.
- The moderator should explain why they are or are not accepting a team's challenge. If accepted, the score sheet will need to be amended.
- Decisions by the moderator in the room are final.
- Moderator asks the two spokespersons to initial the paper scoresheet to indicate they agree with the final score.
- Moderator takes the score sheet into the hall and hands it to the Runner who will take score sheets to the scoring room.

Scorekeeper

- First scorekeeper will keep the official score on the paper scoresheet.
- The second scorekeeper will keep score on a chalk/whiteboard or use a visual projection device. This score sheet should be visible to teams and the audience.

Timekeeper

- Oversees coin toss.
- Will use a timing device and indicate when specific time periods have expired. 15 seconds for teams to confer and decide on their answer, 15 seconds to decide if they wish to challenge a question and which one, and two minutes to find evidence in the text to support their challenge.

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.

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Handouts for Room packets

Handouts to include in Moderator Packets

Include Appendix items: Tournament Rules and Procedures, Battle Officials, Pool Play Battle Schedules, 2023-2024 Official Titles, Score Sheets (Not Included in this Manual, see separate files from Regional Manager Mentors), "Battle in Session" Door Sign
For final and semifinal rounds include OBOB State Team Form, as appropriate for your tournament

Handouts for Team packets

Include Tournament Rules and Procedures, Pool Play Battle Schedules (with room assignments), Opening Session Disclaimer, Map of tournament site

Handouts for Parents (available in registration area)

Pool Play Battle Schedules (with room assignments), Map of tournament site

Regional and State Tournament Rules & Procedures

1. All electronic devices in the room must be in the off or silent mode during all battles. Photos may only be taken before and after a battle.
2. No device recording of battles may occur at Regional and State competitions. Coverage of the competition by local media may occur on a limited basis, but should not include audio of official questions being asked or answered.
3. There will be 16 questions at local, regional, and state battles (8 "In Which Book" and 8 "Content"). The semifinal battle at the State Tournament will consist of 24 questions (12 of each type). The final match at the State Tournament will consist of 32 questions (16 of each type). The battle(s) determining which teams will advance from Regionals to the State Tournament (the "Round to Go") will consist of 32 questions (16 of each type). Either the semifinal or the final at Regionals, whichever is not the Round to Go, will consist of 24 questions (12 of each type).
4. Competitions begin with two rounds of pool play (two battles for each team in each round, for a total of four battles per team), with the top-scoring teams proceeding into a single-elimination knock-out tournament. All teams play at least four times. Advancing to single-elimination bracket play is determined by each teams' cumulative scores from pool play. When bracket play begins, pool play scores are no longer considered. Advancing through the single-elimination knock-out bracket is based on head-to-head wins.
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 fewer than four players, but not 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 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 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 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). Teams will be discouraged from distracting the opposing team by the Moderator.
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 may review the rules and/or read a good-sportsmanship statement with the participating teams. The Moderator will 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 considered or recorded for points during a battle.
12. The Moderator will shuffle and number the question cards (or use pre-numbered questions if provided). The Moderator will ask a question, prefacing the question with the name or location of the team to which it is directed. 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. Once the spokesperson begins to give an answer to the Moderator, all discussion must stop and no other team member may prompt the spokesperson verbally or non-verbally. **Only the first answer the spokesperson gives will be accepted; the team cannot change their initial answer or use up any remaining time to guess other answers.** The Moderator will not ask for more information, specifics, or details. Acceptance (or not) must be based on what the spokesperson answers, 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, if discussion continues, if a team member other than the spokesperson answers, or if a team member other than the spokesperson prompts the spokesperson verbally or non-verbally, the Moderator will mark the question as answered incorrectly. In a battle with steals, the Moderator will then turn to the other team and read the question in its entirety to them. That team then has 15 seconds discussion time. When time is called, the spokesperson must answer

immediately. Note that during pool play battles in the 3-5 and 6-8 divisions, there are no steals and this situation would result in the Moderator revealing the correct answer and moving on to the next question.

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 timer. If the Moderator stumbles while reading a question, they should stop and start over without a time 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 book title will be accepted as correct. For books with two authors, the author names can be given in either order. However, adding an article such as *a*, *an*, or *the* to the front of a title is incorrect. For example, this title is correct: *Firekeeper's Daughter*, but *The Firekeeper's Daughter* is incorrect. Similarly, if a book has two authors, the spokesperson must say both authors to earn points for that answer. But if a book has only one author, giving two authors for that book is incorrect, even if one of those authors is 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 on Content questions unless the question is a designated two-part question.** Asking for a full name is not considered to be a two-part question unless specifically designated as such, so failure to give a complete name in response to such a question will result in 0 points.
17. During pool play battles for our 3-5 and 6-8 divisions, if a team gives an incorrect answer, no points are awarded. The moderator will reveal the correct answer and the battle continues with the next question and the other team. No steals are allowed for the 3-5 and 6-8 grade divisions in pool play battles at Regionals and State. For the 9-12 division, and for knock-out battles in ALL divisions, if a team gives an incorrect or partially incorrect answer, the question is repeated in its entirety to the other team with another 15 seconds to discuss. Note: If the acquiring team also does not answer correctly, play does NOT pass back to the first team; the moderator reveals the answer and the battle progresses to the next question. Additional clarification for IWB and two-part Content questions, in battles with steals, when the first team gets only one element correct for 3 points:
 - The Moderator will reveal which part is correct and which part is incorrect before repeating the question in its entirety to the receiving team with another 15 seconds to discuss (e.g., "That is the correct title, but incorrect author, 3 points. Team 2, you have a chance to steal.")
 - The receiving team must only give the missing element to steal the remaining 2 points. They are allowed, but not required, to repeat the correct portion already supplied by the first team. They will be judged only on the missing element and not be penalized if they incorrectly repeat the already-supplied correct portion on an IWB question.
 - For two-part Content questions, they may not guess two new answers. If they do, they will be judged only on the first of the two answers supplied.
 - Two-part Content question examples: Answer on the question card is "Apple(s) AND Cinnamon" and the first team answers "Apples and Nutmeg." Moderator says something like, "Apples is correct for 3 points, but Nutmeg is incorrect. Team 2, you have a chance to steal," then rereads the question to the receiving team.
 1. Receiving team answers: "Apples and Cinnamon" – 2 points awarded
 2. Receiving team answers: "Cinnamon" – 2 points awarded
 3. Receiving team answers: "Cinnamon and Cloves" – 2 points awarded, as 'Cinnamon' was offered first, but team should be warned not to supply two new answers
 4. Receiving team answers: "Cloves and Cinnamon" – 0 points awarded, as the incorrect 'Cloves' was offered first, and team should be warned not to supply two new answers
18. In the event that neither team answers correctly (or in battles without steals, if the first team answers incorrectly), the Moderator will reveal the correct answer. Regardless of who scored on the previous question, even-numbered questions will be read to the even team first, and odd-numbered questions will be read to the odd team first. In a battle with steals, this means that an acquiring team may get to answer two questions in a row: the one it acquired in a steal opportunity, followed by their own.

19. If a question is being read and the spokesperson interrupts the Moderator, that team's spokesperson must answer the question immediately. Note that whispering with teammates is not considered an interruption.
20. If the Moderator makes a significant mistake while reading a question such that any part of the answer is revealed or heavily hinted at, the question shall be considered spoiled and thrown out. If this occurs before the first team has had a chance to answer, the replacement question will be read to the original team first. However, in a battle with steals, if the first team has already answered the question incorrectly or partially incorrectly, the replacement question will only be read to the second, receiving team. (In other words, the first team will not get two chances to answer a question when a Moderator spoils a question). If it is an "In Which Book" or two-part "Content" question and the first team was awarded 3 points, after which the question was spoiled, the acquiring team will get a new question and have a chance to score the remaining 2 points with any correct or partially-correct answer (**no more than 5 points can be scored on any question, regardless of situation**). The substitute question shall be numbered with the number of the original question.
21. An answer is considered correct even if mispronounced, as long as the Moderator can discern that the pronunciation is reasonable, recognizable, and/or phonetic given the letters in the word. This rule extends to author names and words in book titles. A reasonable pronunciation of an author's name should be granted full credit, even if the answer given is not the way the author pronounces their own name.
22. Multiple questions may appear on certain book titles and some 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. 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 or signed by each spokesperson. Once the scoresheet has left the room, further discussion of the battle or score will no longer be considered.
26. Seeding for bracket play is based on total points earned in pool play. Wins in the preliminary rounds do not determine which teams move on to bracket play. Each team plays four times during pool play. If there is a tie for the last spot or spots in bracket play, there will be a tie-breaker battle. Challenges ARE allowed at the end of each tie-breaker round with the usual challenge time rules and procedures in effect.
27. Ties for any other seed in bracket play can be settled by flipping a coin, drawing names from a hat, or any random method selected by tournament organizers.
28. Tie-breaker battles will occur when two or more teams tie after pool play for the final spot or spots in bracket play OR when two teams are still tied after any challenges are settled in a knock-out battle.
29. In a tie-breaker round, each tied team will be asked one In Which Book, then each team will be asked one Content question, with no opportunities for steals. Each tie-breaker "round" is one question of each type for each team. Opportunities to challenge will be offered after each round and all other normal rules apply (e.g., there is still a 15-second time limit, answers must come from the spokesperson, etc.). If, at the end of a tie-breaker round, one team has fewer points than the other(s), they are eliminated. If the score is still tied after a tie-breaker round, another tie-breaker round follows.
 - Example 1: In a Sweet 16 knock-out battle, two teams are tied after the battle and any challenges. A tie-breaker process starts, one round at a time, until the teams are no longer tied and one team advances to the quarterfinal round.
 - Example 2: After pool play, three teams are tied for 16th place. A tie-breaker process starts with all three teams in one room. If, after any round, one team scores fewer points than the other two, they are eliminated from further rounds. If, after any round, one team scores more points than all remaining teams, they get the 16th spot in the knock-out bracket.
 - Example 3: After pool play, four teams tie for 4th place. Draw names from a hat to assign 4th, 5th, 6th, and 7th place. Do not do a tie-breaker procedure.
 - Example 4: After pool play, four teams tie for 15th place. A tie-breaker process starts with all four teams in one room. If, after any round, one or two teams score fewer points than the others, they are eliminated. If, after any round, one team scores more points than all the others, they

get the 15th seed (or 16th seed if the 15th seed has already been secured). This process is repeated, round by round, until two teams advance OR until only two teams remain, at which point names can be drawn from a hat or a coin flipped to determine 15th and 16th position.

30. In the very unlikely event that tie-breaker rounds continue until all available back-up questions are exhausted, a coin flip, drawing names from a hat, or other random method will be used to determine which team or teams advance.

Battle Officials

The Moderator, Scorekeeper, and Timekeeper 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), or sit in a circle or semicircle.
- Moderator sits or stands at the front of the room facing the teams.
- Teams will hand the Moderator a concealed 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. Other accommodations may be necessary for team members. These accommodations shall be agreed upon by the regional/state manager with the approval of the OBOB Executive Board and communicated to the Moderator prior to a battle.

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. questions, coin, 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.
- Before the first round of pool play, read the volunteer/good sportsmanship statement.
- 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 (unless questions are pre-numbered). 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, spoiling a question.
- The team winning the coin toss may choose whether they wish to answer even or odd questions first. 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 any disturbance has been resolved. The Moderator has the final ruling. There is no higher authority.
- Moderator asks that each school's name card be visible to the Moderator during the battle.
- Ask the Scorekeepers if they have the teams' school names on the score sheet and on the board. Say, "_____ School is answering the odd-numbered questions and _____ School is answering the even-numbered questions." The Scorekeeper will keep score on the official paper score sheet. A second Scorekeeper (who may be a coach or audience member) will keep score on the white board, giant scoresheet, or chalkboard where the teams can see it.
- 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 helps keep the Moderator on track.
- 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”. Note the score on the question card. If an incorrect response was given, note the answer provided (this is necessary if there is a challenge).
- In a battle with steals, if the first team does not answer correctly, the question will be repeated to the opposing team who then has 15 seconds to collaborate. Each team can answer a question only once. (Note that in pool play battles in the 3-5 and 6-8 divisions, play simply moves to the next question as there will be no steals).
- After all chances for scoring are complete, if the answer has not been given or has only been partially given, the Moderator will reveal the complete answer. In a battle without steals, this is done after the first team attempts to answer. In a battle with steals, this is done after the steal attempt.
- If the Moderator stumbles reading a question, they should begin again without any time penalty to the team.
- 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 they want 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 are given for a correct title or author. In a battle with steals, 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 are two-part “Content” questions. Announce, “this is a two-part question” before reading the rest. Award 5 points for a completely correct answer. A partially correct answer (either part) will be awarded 3 points. In a battle with steals, play then passes to the opposing team. The Moderator rereads the question, stating which part was correct, and asking for the other part of the answer. The receiving team may earn 2 points for a second correct response. Consult with the Scorekeeper to be certain that points have been recorded correctly. (See rules 15-17 above for more details)
- The Moderator will note the score on the question card and should note any incorrect response given. (If a challenge should occur it will be necessary to refer back to the incorrect answer given).
- **Do not score partial points for any “Content” question unless it is a designated two-part question.** A question asking for the full name of a character, a city and state, or otherwise asking for more than one piece of information is not automatically considered to be a two-part question unless it is specifically labeled as such. For questions like these, either award 5 points if all required elements are given, or 0 points if *any* required element is missing.
- 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 or sign the final score on the score sheet.
- Hand the official score sheet to the OBOB runner who will take it to the scoring room.
- Once the score sheet has left the room, there will be no changes to the score.
- **Participant & Audience Management** – In the event that a team, team member, and/or audience member does not conduct themselves in a manner consistent with good sportsmanship, the Moderator may stop the battle and quietly speak to the offending party. It may be appropriate to step out of the room with the person(s).
 - Should disruption continue, the Moderator may evict the person(s) from the room.

- An incident report (form is found in the Manual) must be completed by the Moderator and submitted to the Regional/State Manager.

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.
- The Moderator may ask coaches to act as scorekeeper or timekeeper (this depends largely on how many volunteers the Regional/State Manager was able to recruit).
- From time to time, the Moderator may request the opinions of the coaches, but is not obligated to accept their opinions.
- A coach may politely and quietly remind the Moderator of a procedure that was forgotten.
- 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 remain 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 on the questions asked. Note: no one is allowed to take notes on the questions asked.

Scorekeeper's Role

- Become familiar with the 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 the official OBOB scoresheet. A second Scorekeeper (which may be a coach or audience member) will also keep score on a chalkboard, giant scoresheet, or whiteboard where it is visible to both teams and the audience.
- 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 and scoresheet in the appropriate places.
- 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 between the paper scoresheets, the board, and the Moderator's scoring on the question cards to ensure accuracy of the final scoresheet.

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 (or only the author) correct on an "In Which Book" question they receive only 3 points. In a battle with steals, the other team then gets a chance to give the correct author (or title) for the remaining 2 points.
- Follow the Moderator's guidance.
- Occasionally there will be a two-part "Content" question. It will be stated on the question card, and the Moderator will announce that this is a two-part question. Follow the Moderator's guidance to determine whether 5, 3, 2, or 0 points are awarded.
- Ask the Moderator to pause the battle should any conflicts in scoring arise.

Example (battle with steals):

Smith School (odd questions)

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

Jones School (even questions)

1. -
*2. 3
3. 5
*4. 0
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. 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 and tells the team they can begin. Call "TIME" when 2 minutes have elapsed. The team may find their evidence 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 and had their answer ruled incorrect or partially incorrect. Each team may only offer one challenge per battle.
- The teams have 15 seconds for their spokesperson to respond if they wish to challenge.
- Teams do not need to remember which question number they wish to challenge. They may describe the question to the moderator.
- 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 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 in a battle with steals, 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 Moderator, 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 (with another 15 seconds to decide).
- Read the question aloud and the incorrect answer given by the team. The team must provide reference for the same answer to the question that they gave during the battle. The moderator should be able to refer back to the incorrect answer they earlier noted on the question card. In other words, during a challenge, a team may not offer proof for 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 two minutes to find and mark the page numbers (with a post-it note, if available) where the answer can be found in the book they named. **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.
- 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 two minutes.
- The Timekeeper will announce the end of the two-minute time period, and discussion must stop. There will be no countdown of time.
- Only the challenging team's spokesperson will show the Moderator the exact evidence that supports their challenge. The spokesperson should not explain their answer other than to point out where their answer is located in the book.
- 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, 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 maximum score for any question is five points.
- The Moderator will explain the decision and process of amending points to the teams.
- The Moderator and both the Scorekeeper (using the board) and the additional Scorekeeper (using the official OBOB paper score) will amend the points. Amending points may mean points are removed from the team who stole a question and awarded to the challenging team. For example, in a battle with steals, Team A was asked question number 7 and got it wrong. Team B was able to answer the question correctly according to the answer on the card to steal 5 points. Team A challenges question number 7. It is determined that, in fact, Team A's original answer was correct (via successful challenge). Team A will receive the 5 points and Team B will have 5 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.
- A team may not challenge that a correct or partially-correct answer given by the other team should have been ruled incorrect.

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. #

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 1 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 (if holding a 3rd Place Battle) – 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. #

**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: 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 B vs Team F

10:50 Team B vs Team G

Pool 2 Room 2

10:30 Team C vs Team G

10:50 Team C vs Team F

Pool 3 Room 3

10:30 Team A vs Team D

10:50 Team D vs Team E

11:10 Team E vs Team A

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. Note: a good source for printable brackets is printyourbrackets.com



PrintYourBrackets.com

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 Great 8 to Fab 4. Winners of the Fab 4 advance to the Championship. Note: Bracket seeding is based on total points earned in preliminary pool play. Note: a good source for printable brackets is printyourbrackets.com



2023-2024 OBOB Official Titles

The bookmark format of these lists is found on the OBOB website at [Oregon Battle of the Books](https://oregonbattleofthebooks.org/)

9th to 12th Grade Division

- *The City Beautiful* by Aden Polydoros
- *The Cruel Prince* by Holly Black
- *The Final Six* by Alexandra Monir
- *Firekeeper's Daughter* by Angeline Boulley
- *The Fountains of Silence* by Ruta Sepetys
- *Furia* by Yamile Saied Méndez
- *Gone to the Woods: Surviving a Lost Childhood* by Gary Paulsen
- *House of Hollow* by Krystal Sutherland
- *Northanger Abbey* by Jane Austen
- *Today Tonight Tomorrow* by Rachel Lynn Solomon
- *We Can Be Heroes* by Kyrie McCauley
- *The Weight of Our Sky* by Hanna Alkaf

*The official OBOB edition of *Northanger Abbey* is the 2003 edition from Penguin Books (9780141439792). You may read another edition, but page numbers and content will be taken from this edition. No questions will be created from any prefaces, introductions, afterwards, etc.

The name of the series IS NOT part of the title! If the Spokesperson's answer includes the name of the series teams will not be credited points!

6th to 8th Grade Division

- *Barefoot Dreams of Petra Luna* by Alda P. Dobbs
- *The Benefits of Being an Octopus* by Ann Braden
- *The Blackbird Girls* by Anne Blankman
- *The Boys in the Back Row* by Mike Jung
- *Focused* by Alyson Gerber
- *The Girl and the Ghost* by Hanna Alkaf
- *A High Five for Glenn Burke* by Phil Bildner
- *The Hobbit* by J. R. R. Tolkien
- *Invisible* by Christina Diaz Gonzalez & Gabriela Epstein
- *Katie the Catsitter* by Colleen AF Venable & Stephanie Yue
- *Other Words for Home* by Jasmine Warga
- *Partly Cloudy* by Tanita S. Davis
- *Powerless* by Matthew Cody
- *Stowaway* by John David Anderson
- *Wink* by Rob Harrell
- *Yusuf Azeem is Not a Hero* by Saadia Faruqi

*The official OBOB edition of *The Hobbit* is the 2012 edition from Mariner Books (9780547928227). You may read another edition, but page numbers and content will be taken from this edition. No questions will be created from any prefaces, introductions, afterwards, etc.

The name of the series IS NOT part of the title! If the Spokesperson's answer includes the name of the series teams will not be credited points!

3rd to 5th Grade Division

- *Allergic* by Megan Wagner Lloyd and Michelle Mee Nutter
- *Flor and Miranda Steal the Show* by Jennifer Torres
- *From the Mixed-Up Files of Mrs. Basil E. Frankweiler* by E. L. Konigsburg*
- *The Jumbies* by Tracey Baptiste
- *The List of Things that Will Not Change* by Rebecca Stead
- *The Lion of Mars* by Jennifer L. Holm
- *The Midnight Children* by Dan Gemeinhart
- *Molly and the Twin Towers: A 9/11 Survival Story* by Jessika Fleck
- *New From Here* by Kelly Yang
- *Rez Dogs* by Joseph Bruchac
- *Swim Team* by Johnnie Christmas
- *The Trouble with Chickens* by Doreen Cronin
- *A True Home* by Kallie George
- *Ways to Make Sunshine* by Renée Watson
- *When You Trap a Tiger* by Tae Keller
- *Zeus and the Thunderbolt of Doom* by Joan Holub & Suzanne Williams**

*The official OBOB edition of *From the Mixed-Up Files of Mrs. Basil E. Frankweiler* is the 1998 edition from Atheneum Books for Young Readers (9780689711817). You may read another edition, but page numbers and content will be taken from this edition. No questions will be created from any prefaces, introductions, afterwards, etc.

**not the graphic novel version.

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**For an Updated Certificate of Participation or Certificate of State Qualification, See
Separate Forms Available from your Regional Manager Mentor**

**For Updated Scoresheets, See Separate Documents Available from your Regional Manager
Mentor**

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 _____



Oregon Battle of the Books

Parent and Student Attitude and Behavior Contract

We recognize that healthy competitive experiences require support and input from parents as well as cooperation by student participants. This contract sets the expectation of good sportsmanship for participants—specifically OBOB team members and parents.

- Parents and student OBOB participants agree to abide by the rules guiding the conduct of battles, modeling the principles of good sportsmanship for each other and all others in attendance.
- Parents agree to give encouragement and support to their children regardless of the degree of success.
- Student OBOB participants agree to encourage one another regardless of success, skill, or playing time in battles.
- Parents agree to stress the importance of respectful behavior toward coaches and battle officials through conversation with their children and by setting a positive example.
- Parents and student OBOB participants agree to accept decisions of battle officials respectfully and contribute positively to team success.
- Parents and student OBOB participants agree to serve as role models and support all teams participating.

I agree to abide by this contract.

Date _____

Student Signature _____

Parent Signature _____

**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 2024 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 2023

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>

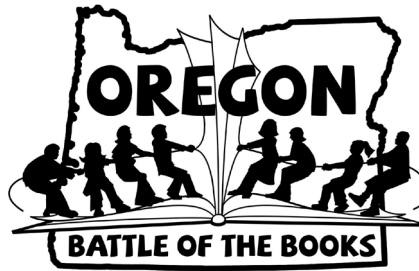
Region managers:

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 is *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 the Oregon Library Association and the Oregon Association of School Libraries for their continued support of OBOB.**
- Thank you to our wonderful dignitaries: _____
- Thank you to volunteers – OBOB is all-volunteer run, with no paid positions
- **Read Aloud Announcement/Disclaimer**
- 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 rounds of pool play. Each team will battle twice in each round of pool play. The scores of the four 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. 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!**

Sample Speech Encouraging Good Sportsmanship

Parents and Entourages,

When you look at these children here, you see your beloved child. You see a child that you would give the world for. We know this about you.

You also see a whole bunch of other kids that you've never seen before. Here's the important thing: every single one of these kids here today is somebody's important, beloved child. Every. Single. One of them.

And as you go through the day today, as competition gets intense, that is a really important thing for you to remember.

Every child here is a loved child. And we want every child here to leave knowing that.

As parents, some of you—no, ALL of you—are going to have an opportunity today to help your kids grow into the kind of people you want them to be.

Of these teams here, we have ___ teams whose parents will be helping them celebrate the accomplishment of going on to State. ___ teams!

We have ___ teams whose parents will be helping them learn how to deal with disappointment. We have ___ teams whose parents will have the opportunity—*the opportunity*—to help their kids learn that even when you work really, really hard...even when you do your very, very best...sometimes, you don't win. That's part of life. And it's an important part of life for your kids to learn about.

So, parents, when you have that opportunity today, **don't squander it.**

This is your chance to help your child learn that they can be proud of their accomplishments, they can be proud of how hard they worked, and that YOU are proud of them, even if they don't go to the next level.

Because at the end of the day, there are going to be some kids that are disappointed. You are the ones who have the **privilege** and **responsibility** of helping these kids learn how to handle that disappointment. Maybe it's a lesson on how to focus differently for next year. Maybe it's a lesson that says, "You know what? We had a great time! And we're celebrating that you did so well in the OBOB tournament you made it to Regionals! Let's go get ice cream." There are ways to celebrate with your kids no matter what.

Parents, make a commitment to yourselves right now that you will find a way to let your kids know:
You love them.

You know they did the very best they could.

And that even if they don't win today, you **still** love them.

They need to know that.

And that's your job.

An Address to OBOB Students

By, Heidi Pramuk

The tournament's beginning
You'll show us what you know.
The sixteen books you've read this year
Have helped you learn and grow.

You've learned about commitment
Perhaps you've made new friends,
But the joy you found in reading
Is a treasure without end.

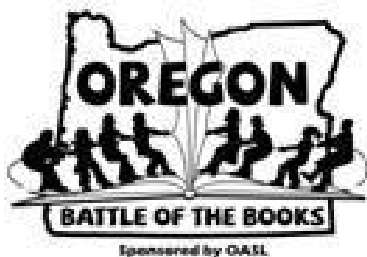
You've learned to work with teammates,
With respect, with quiet pride,
And have found the stress of battle less
When working side-by-side.

Now, you're at Regionals.
You may be nervous, tense, or scared.
But you persevered; you made it here;
You're here because you dared.

This lesson is important
As you go on in life.
Find good friends, work as a team,
Choose kindness over strife

We all hope that you keep reading books
That you can ponder, grow, and feel.
That you firmly grasp the power in books
To strengthen and to heal.

And know that when we look at you,
We burst with joy and pride
At the people that you choose to be,
Minds to learning open wide



Incident Report Form

Relevant incidents include nuisance or disturbance on facility premises, verbal abuse, threats, aggression, and physical violence.

Where possible, the form should be completed before any discussion between witnesses is possible, as this might lead to allegation of collusion.

For any incident involving or witnessed by a visitor or student, a member of OBOB should complete the form on their behalf.

The completed form should be passed to a person in charge, for appropriate action and recording.

Date of incident

Time of incident

Name of person reporting incident

Date incident reported

Member of OBOB recording incident

Date incident recorded

Please use the back of this page to provide the information requested below.

Name(s) of person(s) and school _____ causing incident

(where name(s) is/are unknown, provide other details of which may allow their identification)

Status(es) (parents/caregivers/visitors)

Full description of incident (e.g. names of persons involved; location, nature of the incident)

Names of any witnesses

Statuses

Initial action/outcome (e.g. informal conciliation; warning or banning letter issued)

Summary of subsequent actions taken by OBOB

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. _____