

Regional Tournament Guide

Regional Director - Responsibilities	When
<ul style="list-style-type: none"> - Schedule tournament dates in conjunction with RAD council. - Meet with RAD council for planning the RAD event and submit budget. 	one year in advance - at fall meeting
<ul style="list-style-type: none"> - Arrange for a tournament director. - Arrange for quiz masters and secure commitment. 	by January by January
Meet with the RAD/180 council for planning for the RAD event. Provide a budget for the RAD Council.	Spring meeting
Order the following: <ul style="list-style-type: none"> - Regional tournament questions for tournament director - six trophies - one for each of the top three teams for each division (District Champions and All-Stars) engraved appropriately, - metals (or trophies) -one for each member of the six teams above, and - 20 color certificates with place for names one for each quizzier in the Top Ten of each division. 	March
Arrange for a tournament schedule that meshes with the RAD activities.	
Tournament Director - Responsibilities	
<ul style="list-style-type: none"> - Mail out rule clarification sheet to all district leaders. - Mail out rule clarification sheet and intro letter to all quiz masters . 	before January April
Prepare tournament handbook: <ul style="list-style-type: none"> - get current NYI logo, - assign rooms to quiz masters, content judges and score keepers, - set up the tournament schedule including times, locations and teams for each round and - add names and addresses of all quizzers, coaches, district leaders as available. - Meet with quiz masters prior to the tournament to explain and discuss rules interpretations. - Meet with leaders/captains at the start of the tournament to explain and discuss rules interpretations. 	Start in April, finish as names are available 7:00am 1st day 7:30am 1st day
<ul style="list-style-type: none"> - Arrange for statistician for summarizing scoring and runner (score sheets to statistician, water to the rooms, etc.). - Put together quiz master packets (scripture portion marked with key words, concordance, regional tournament questions, scoresheets, pencils and copy of the rules). 	
<ul style="list-style-type: none"> - Be a quiz master, if necessary. 	
Facilities Coordinator - Responsibilities	
<ul style="list-style-type: none"> - Check with College church to arrange for rooms. - Check with NNU representative to arrange special food and room assignments. 	before March by March
Arrange for equipment for the tournament: <ul style="list-style-type: none"> - call Education Media at NNU for micro phones and tape players in each room and - make sure enough jump lights are coming (number of quiz rooms +1) 	
<ul style="list-style-type: none"> - Reserve quiz areas (Franklin Hall) and send requirements to person in charge of room set up. 	