

## Tournament Checklist (for District leader)

- ❑ Review Host Church Checklist with local church quiz leader during the preceding quiz to determine any area of assistance to be supplied by district leaders.
- ❑ Prepare quiz master packets:
  1. questions
  2. score sheets
  3. tip sheets (for quiz master and score keeper)
  4. scripture portion
  5. pencils
- ❑ Plan agenda for coaches/helpers meeting (if agenda is being planned by the local church quiz leader than just have any additional items ready).
- ❑ Set up quiz schedule for the day by determining number of Pro, Intermediate and/or Novice teams in the coaches meeting or from registration.
- ❑ From the Schedules section of this document select the sheets with the right number of teams for each division. Make a copy of each of these sheets and then fill in the necessary information, like date, division name, team names, and room numbers. Make copies for each team and coach of these schedules. If a team comes late, most schedules will allow you to keep the same first round when just adding one new team. (It usually doesn't involve starting over.)
- ❑ Assign quiz masters to rooms.
- ❑ Trouble shoot during the day. Be available to answer questions from quizmasters, coaches, chief score compiler and quizzers.
- ❑ Depending on the format of the day after the round robin is complete either put top three teams from each division into finals or pick the top ten quizzers from each division for a Top Ten individuals competition (see pages 13 and 14 in Procedures section for more details). Pick the most experienced quizmasters to run the 2 or 3 rooms (Pro, Intermediate and/or Novice rooms). If finals, quiz until one team wins twice (if a team loses twice before this they are eliminated). Individual placement is determined by the round robin scores. If Top Ten, then quiz for 3 rounds. Each round is like a regular quiz with no bonus questions, a quizzer can error out, or quiz out and they are back in for the next round. Team placement will be determined by the round robin competition (best record with total team points used as a tie-breaker). Individual placement will be determined by the Top 10 competition. Total points will be used with errors used for the first tie-breaker and scores from the round robin competition used as the second tie-breaker.
- ❑ Have certificates, trophies and/or other prizes for recognition of top performers prepared in advance. For most quizzes we use certificates. We present awards for the top ten in memory, top three teams for each division and top five quizzers for each division. When certificates are used it is easiest to fill names in by hand.
- ❑ Memory is ranked by order of points for page 1 only. In the event of a tie, then points from the back page are used (see example memory sheet and rules located in the Master Sheets section of this document).
- ❑ Present awards.