

Pre-Tournament:

Pick a Date and Question Set
Secure Venue
Post an Announcement
Email Teams
Start Training Moderators

Week before Tournament:

Order trophies/books
Confirm with teams (get phone #)
Confirm with staffers (get phone #)
Confirm venue
Confirm questions

Day before Tournament

Draw up x-1 or 2 team schedules
Make all needed copies
Pick up trophies/books
Enter rosters into SQBS
Assign readers/buzzers

Morning of Tournament

Arrive at venue early
Post signs as needed
Check off staffers
Keep track of teams
Keep track of buzzers
Call late teams/staffers

During Round 1

Check on all rooms
Monitor mod speed

During Lunch

Rebracket immediately
Double-check rebracket
Then eat

Last round of Playoffs

Prepare all possible scenarios
Prepare buzzer return
Direct teams to finals rooms

After Tournament

Finish stats
Thank moderators
Thank teams
Deposit revenues

How to Host a Successful Tournament 2018 HSNCT Workshop

Troubleshooting:

If a team no-shows:

- a. Ask another team with extra players to split
- b. Use backup schedule
- c. Replace with bye

If a reader no-shows:

- a. Call/email/text them immediately
- b. Replace if you have any reserves
- c. Ask coaches/parents at opening meeting for volunteers

If a room is slow:

- a. Make sure the reader is aware that they are behind
- b. Replace the reader if you have another in reserve or scorekeeping
- c. If really far behind just before lunch/tournament end, consider dispatching fastest reader back to go take over

If a team tries to leave early:

- a. Make clear this is very wrong
- b. Award forfeits to other teams

If reader reads to wrong teams/wrong packet:

- a. Silently scream
- b. Redo the correct matchups at lunch (buy lunch for teams involved)
- c. Talk to all involved coaches to help decide on a mutually acceptable solution

If there's a protest to deal with:

- a. Consult staffers who are not affiliated with the protest teams
- b. Keep the identity of the teams anonymous
- c. Research as best you can

<http://coloradoqb.org/tournaments/hosting/> [Comprehensive Guide]
www.ocf.berkeley.edu/~quizbowl/schedules.html [Scheduling]
https://www.qbwiki.com/wiki/Common_Tournament_Directing_Mistakes
www.naqt.com/resources/hosting.html

Reminders:

- A tournament is only as fast as its slowest reader; be aware of the relative speed of all readers
- Keep your field size limited to your room/reader resources
- Ask for help from the community and coaches ASAP if issues arise or if you have any questions
- If ordering for staff, lunch orders need to be done in advance and ideally should arrive during the latest round before lunch
- Statspeople need to be trained on SQBS well in advance

Tips

- Have an on-site printer in HQ to quickly fix issues or redo schedules
- Give teams and staffers a map of the venue with locations and advice for lunch options
- Thank all staffers profusely afterwards and ask how you can make their experience better
- Recognize coaches for taking time out of their weekends to bring their teams to tournaments
- Always ask for feedback from teams and respond promptly
- Ask coaches before the tournament if they have a team they could split if needed and if anyone is willing to be an emergency reader
- Passwords for password-protected packets ought to be simple; no Aztec gods
- Train an assistant TD or two for future years