

FRHS Knowledge Bowl Meet REFLECTIONS...

This was our first attempt at hosting a meet. THANK YOU to all for helping out as we learned what to do and what could be improved upon.

Other teams who are new to this, especially hosting an event, have asked how to do this. This is what we have learned.

PLEASE FEEL FREE TO ADD COMMENTS TO THIS TO HELP OUT NEW FOLKS! I will post updates to this as you send them in.

Thanks again!

PLANNING Part 1: LONG RANGE

- Book your school and at least 10-15 classrooms, office area for coaches, timers and readers meetings and central area for the large group to come in for the event date at the beginning of the year.
- Depending on your school you may be charged rental and custodial fees
- Establish a budget and copy code with your office manager
- Get a budget from administration
- Find out what your extra duty pay schedule is if your district has one for Knowledge bowl
- Recruit team members
- Establish a practice routine with your team(s)
- Start practicing!
- Get PRISTINE QUESTION PACKET from the league or pick up at the first meet, and keep it in a safe place!

PLANNING Part 2: MEDIUM RANGE

- About a month before the event start lining up volunteers to be readers and timers
- Recruit volunteers to help run the meet, pick up donuts, drinks, cups, napkins, coffee
- Contact school head custodian to make sure that they know the rooms and areas that you will be using, and to have a custodian on duty
- Contact administration, to find out the administrator on call for that weekend

PLANNING Part 3: SHORT RANGE

- About a week before the meet contact league teams and ask how many teams they are bringing, and if they have Quiztron sets that can be borrowed
- Make sure that all teams have a cell contact and directions to your school, where to park and where to come in – THIS CAN BE POSTED ON THE WEBSITE!
- CONFIRM all readers, timers and volunteers, send them the rules docs from the website
- Contact those teachers who are in the rooms you will be using to let them know, so that they can put away fragile or valuable items. (We had 3 teachers who asked their rooms NOT be used due to expensive lab set-ups, so have back-up rooms ready.)
- RUN OFF ALL NECESSARY DOCUMENTS – these are available on the website and in the PRISTINE QUESTIONS PACKETS. See below for copying list!
- Prepare school packets (school maps, written round question and answer papers (we used Scantrons), pencils, with enough for each schools teams) I put names on all of the tests, since some teams forgot to at other meets.
- Prepare room packets (color coded test questions for each round, reader and timer rules, school map, pen or pencils, stopwatches)
- Prepare scoreboard sheets and test them for moveability (our magnets fell off and I had to redo them during the meet!) Have room numbers as well and a way to rotate the rooms so that the teams have a variety of readers and timers throughout the meet. Find a suitable place to post them in the school area that you have booked.
- Walk through the area to see what works!

PLANNING Part 4: VERY SHORT RANGE – the day before

- Set up rooms with reader and timer tables near outlets for Quiztron units, and seating positioned so that spectators do not sit behind or out of sight of officials
- Take pictures (cell phone OK) of each rooms so you know how it was BEFORE you moved all of the furniture around!
- Have scratch paper, pencils ready in each room
- Order donuts or other baked goodies so that they are ready for pickup the day of or night before

- Meet with readers, timers and volunteers if you can, to prepare them. This help us to go over the oral questions with a few teachers from different subject areas to make sure that the questions were OK. This does not get rid of all subjectivity, but it helps!
- There is a room checklist on the website that may be helpful to you
- Set up a cart or other with supplies (tape, scissors, markers, etc., you just never know!)

THE MEET Part 5: THE DAY ARRIVES!

- Open school, set up signs with directions to event, rooms
- Start coffee, set up coaches “sanctuary”, i.e. faculty lounge or office area
- Set up drinks and treats area in open area for teams
- When teams have arrived have a general COACHES meeting and give out school packets with written tests
- Have a student from each school go to the room with one of host school students or official to set up Quiztrons, so each school KNOWS where their equipment is
- When teams are all assembled, start written round, TELL teams where to bring their tests when done
- Have readers and timers meeting
- READERS go through ALL oral round questions, and allow readers to make notes on tests so that they know pronunciation and acceptable answers, Things like when a last name is enough or not, units in math answers, etc.
- Go over rules for timers and readers
- STRESS that readers and timers are ROOM OFFICIALS, and that challenges must be made ONLY by playing teams, not spectators (parents, coaches or alternates)
- Make sure that room officials know where to bring the score sheets for tallying. (One of our reader/timer teams did not know that they had to bring the sheets to us, and waited in their rooms, holding up the meet.)
- Record scores from each official graded answer sheets or rooms score sheets only, not what teams tell you.
- Set up score board / room listings in groups of 3 based on the written round
- **IF you do not have a multiple of 3 total number of teams you may have only 2 teams in the last one or two ranked rooms.** (This is OK but the oral scores of a 2 team room will be reduced by one third to somewhat equalize those scores, since there is more opportunity to gain more points with less competition in a given room.)
- **Only one school team per room, so scores may be slightly out of order**
- Send teams to first oral round rooms when all scores are in and readers and timers are in place
- As the oral round get completed, add scores on the score sheets and adjust the room rankings
- Wait until all scores are in and coaches have checked the positions of their teams on the scoreboards. When everything is OK, THEN send the teams off to the next round.
- FINAL CHAMPIONSHIP ROUND must be ranked so that each school has one team in the first rooms. If nine schools are represented, the TOP team from each school is ranked in the top nine based on numerical score. This way only one school team is in each room.
- After those first rooms are placed, teams are placed by numerical score as in previous rounds
- Host organizers should record team scores and info throughout the meet and check in on rooms that all is well if possible
- FINAL SCOREBOARD POSTING should be checked by officials and coaches at the end of the meet
- Collect all tests, they should not be distributed until the end of the state meet as per league request

THE MEET ENDS Part 6: We're done!

- Collect all tests, info, scoreboard supplies and pack it up
- Clean up and put rooms back in order
- Send in results via email to be posted on the website
- Send thank you cards to volunteers, readers and timers, and all other support staff
- Send in your food receipts for reimbursement
- Celebrate!

GET READY: COPYING!!! See website for masters

FOR EACH ROOM: 1 copy each, in a big envelope, put room number on envelope

- Different color coded test questions for each round, as well as extras
- rules for readers
- rules for timers
- school map highlighted
- 5 score sheets
- Pencils or pens
- Stopwatch
- Reader timer info sheet (full name and address, phone)

FOR EACH SCHOOL: in a big envelope

- One copy of the written test with answer sheet (Scantrons are great) for as many teams as that school has
- Pencils for each team
- School map

FOR HOSTS:

- Scoreboard sheets attached with backing and a way to post (I used magnets on metal lockers)
- Room number signs for scoreboard
- Some kind of tracking sheet