



In this webcast, “Tournament Director’s Role & Training” we will cover:

Equipment needed

Game room set-up and logistics

Role of the Tournament Director

Tournament Director’s Role:

- Before the tournament
- Week of the tournament
- During the tournament
- During games
- After the tournament

Tips for Tournament Directors (aka TDs)

**Before watching this webcast, please watch the “Game Format Overview” webcast to become familiar with the new HCASC format.**



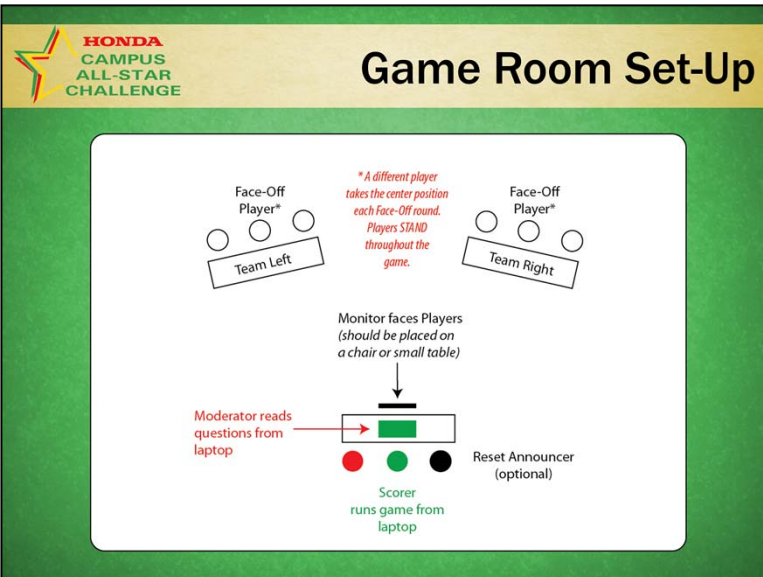
## Equipment Needed

- Tables for the 2 teams
- Table & 1-2 chairs for the game officials
- Laptop computer with Game Play Database
- Desktop monitor connected to laptop
- HCASC “Easy Buttons” or lockout system
- Extension cords
- A coin for the pre-game coin toss

## Equipment Needed

- Tables for the 2 teams. Teams stand so no chairs are needed for them
- Table & 2 chairs for the game officials
- Laptop computer with Game Play Database installed and the players names already entered
- Desktop monitor connected to laptop (this is in addition to the laptop screen itself)
- HCASC “Easy Buttons” or lockout system
- Extension cords for laptop and if needed, for the lockout
- A coin for the coin toss to determine which player will select the first category to start the game.

You do not need paper and pencil for the teams



### Game Room Set-Up

Team tables are set at an angle like an inverted V.  
Game officials table is set straight-on to the teams.

### Placement of game officials

The moderator is on the left, standing, looking over the shoulder of the scorer to read the questions.

The scorer is seated in the middle of the table.

The reset announcer (if used) is to the right of the scorer.

### Placement of teams

The player in the center position is the only player to compete on Face-Off questions and the players rotate into that center, **always standing**, position between rounds.

### Position of the monitor facing the teams

It is attached to the laptop which the Moderator & Scorer use.

Once the game is ready to start, it is placed in front of the game officials, facing the teams so that they can see the categories, questions, score and clock.



## Tournament Director's Role

- **Before the Tournament:**
  - Set the tournament format & schedule.
  - Publicize the tournament.
  - Handle team and player sign-ups.
  - Reserve game rooms and equipment.
  - Study and learn the game officials roles.
  - Recruit & train game officials.
  - Procure prizes for the tournament.

### Before the Tournament

#### **Set the tournament format & schedule**

You will likely use an 8-team single-elimination tournament.

It can be run as one tournament or divided into sections.

Watch the Campus Tournament Essentials Webcast for examples.

#### **Publicize the tournament**

Customizable fliers, buttons, bookmarks & table tents are available at [HCASC.com](http://HCASC.com).

#### **Handle team and player sign-ups**

Use the sign-up form at [HCASC.com](http://HCASC.com) or make up your own.

Decide how teams and/or students can sign up. Will you match individuals into teams or are you requiring teams of 3?

#### **Reserve game rooms and equipment**

Check off items on the list until you have everything you will need.

#### **Study and learn the game officials roles**

As the TD, you are the “alpha and omega” of your campus tournament.

You must know, **really know** the function and procedures for all game officials positions in order to train and supervise them.

#### **Recruit & train game officials**

Properly selected and trained game officials help you put on a good show. The teams truly appreciate this.

If you have game officials from prior years, re-training for the new format is essential.

#### **Procure prizes for the tournament**

Prizes are optional, but they are an excellent inducement to encourage student participation.



## Tournament Director's Role

- **Week of the Tournament:**
  - Run training sessions for game officials.
  - Hold team orientation sessions.
  - Test game room set-ups and equipment.
  - Enter players into the Game Play Database.
  - Print player nameplates.
  - Print Games from the Game Play Database.
  - Print enlarged tournament charts.
  - Print game rules.
  - Re-confirm player and game official schedules.

### **Week of the Tournament**

#### **Run training sessions for game officials**

Review all game rules.

Review the duties and procedures for each game official position.

Confirm which days, times and games each person is scheduled for.

Take the HCASC Rules Quiz

Run practice games (using only games 1 & 2)

#### **Hold team orientation sessions**

Show the HCASC Game Demo video from HCASC.com.

Go over how the game is played, in detail, using the official rules.

Explain all the tournament procedures (time to arrive, forfeiture, when second-round tournament matches will be played, etc.)

#### **Test game room set-ups and equipment**

Do this more than once!

Make sure that you have all equipment and other materials on hand.

Treat it as if it was a real match.

#### **Enter players into the Game Play Database**

This will save you (and the scorer) time during the tournament.

Capture the information from your team sign-up form and enter it all.

#### **Print player nameplates**

Use the template at HCASC.com.

#### **Print Questions by Game from the Game Play Database**

Print enough copies for the moderators to use to pre-read and a copy for yourself to have during games.

**Enlarge and print tournament charts**

Post them in high traffic areas on campus to promote attendance at your tournament games.

**Print game rules**

To post on the wall in the game room.

**Re-confirm player and game official schedules**

Send an email, text or make calls to remind individuals when and where to report.



## Tournament Director's Role

- **During the Tournament:**
  - Prepare the game room(s), equipment and snacks/beverages.
  - Check off arriving teams and game officials.
  - Put nameplates out.
  - Stay in the game room during games.

### During the Tournament

#### **Make certain the game room(s) and all equipment and any snacks & beverages are ready**

At least 30 minutes before the matches start

#### **Check off teams and game officials**

Have a phone list handy to make sure they are coming if they are late.

#### **Put nameplates out**

Where the game officials can retrieve them.

#### **Stay in the game room during games**

To assist the game officials and rule on any factual discrepancy.



## Tournament Director's Role

- **After the Tournament:**
  - Send thank-you notes.
  - Post the completed tournament chart.
  - Invite strong players to join the HCASC Academic Club or attend practice sessions.
  - Get your paperwork up to date.

### After the Tournament

#### Send thank-you notes

To all the players and game officials.

#### Post the completed tournament chart

In high traffic areas.

#### Invite strong players to join the HCASC Academic Club or attend practice sessions

#### Get your paperwork up to date

For NCT Part 1 Qualification submission you will need:

- Player List (indicating which players took Power Searches, are members of your HCASC Academic Club and competed in the campus tournament). Print the list as a pdf and save it to the HCASC folder on the laptop hard drive.
- Tournament scoresheets which you can print as pdf's from the Game Play Database and save to the HCASC folder on the laptop hard drive.
- A completed tournament chart. You will need to scan this to later submit it as a pdf.





## Game Discrepancies

- The Tournament Director has ultimate authority.
- Resolve **procedural discrepancies** in the game room.
- Procedural discrepancies are resolved by adjusting points and if necessary, playing off-the-clock/make-up questions.
- The Tournament Director should resolve **factual discrepancies**.
- Players must wait until the end of the round to register discrepancies.

### Game Discrepancies

#### **The Tournament Director has ultimate authority**

The Campus Coordinator usually serves as Tournament Director.

The Tournament Director has ultimate authority in all matters during the tournament.

#### **Resolve Procedural discrepancies in the game room**

Game officials in the room resolve problems concerning game rules and procedures.

If necessary, the Tournament Director is called.

#### **The Tournament Director should resolve factual discrepancies**

The Tournament Director must have a printed copy of the game available

Most often the issue can be resolved by showing the question to the students.

Library and Internet resources may be consulted.

#### **Players *must* wait until the end of the round to register discrepancies**

They may not shout "protest" or stop the game.

#### **Discrepancies are reviewed in all rounds, even if the review could not change the outcome of the game**

This is a difference from the prior format and is necessary because the game is not over until the end of the 2<sup>nd</sup> Ultimate Challenge round.

- Start the games on time.
- Use the Moderator's script *only* until each team has played once.
- Post the rules on the wall during games.
- Moderators should pre-read the games from a printed copy of the game.
- Print the Categories by Round in advance.
- Keep a copy of the games to be played with you.

### **Start the games on time**

Allow 5-10 minutes before declaring a forfeit.

it is important to stay on time or other teams lose interest.

### **Use the Moderators script *only* until each team has played once**

That is the first round of the tournament.

After that, the Moderator should introduce the teams and then start the game (prompting the player who won the coin toss to select the first category).

### **Post the rules on the wall in the game room for quick reference by players**

Make sure that there is also a copy at the game officials' table.

### **Moderators should pre-read the games**

If possible, schedule Moderators to read only every other game.

Print the Games with Answers from the database (in advance) for Moderators to pre-read.

### **Print the Categories by Game from the database**

Print this in advance - 2 copies of each game's sheet, one for each team.

### **Keep a printed copy of the games with you**

This is in case there are discrepancies to be reviewed

## Tips for TDs

- You are the person in charge and what you decide is final.
- Students take the game seriously, but they need to learn that it is just a *game*.
- Do your best and know that your efforts are appreciated!