

# ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

## 2016-2017 INSTRUCTIONS TO HOST SCHOOLS SCHOLASTIC BOWL REGIONAL TOURNAMENTS

Schools serving as a host must have signage in accordance with the Concealed Carry Act 430 ILCS 66. This includes an IESA event that is held on your school property and IESA events held off-premise (i.e. a park).

### 1. Financial

- A. A financial report form will be included with your Regional Host packet and may be found in a white IESA envelope. Please complete and return the report and your check to the IESA Office within one week of your tournament. See sample report included with this information.
- B. Expenditures permitted will be detailed on the financial report form.
- C. **ADMISSION PRICES:** There are no admission charges for Scholastic Bowl
- D. **MODERATOR CHECK:** A check for \$30 per match will be included in your host envelope. Please make sure that you locate this piece. This check should be used to pay the scorers, timers and moderators at your tournament. Please be prepared to pay these individuals the day of your tournament.
  - a. Moderators- \$20.00 per match
  - b. Scorers and Timers- \$5.00 per match

### 2. Tournament Planning

- A. **TOURNAMENT DATES:** Playing dates should be communicated to all participating teams.
  - a. Do not change the schedule (dates or times) after brackets have been set and posted- unless weather alters the playing schedule.
  - b. Hold the regional tournament Wednesday, [April 26, 2017](#).
- B. **TOURNAMENT TIME SCHEDULE:** Regional matches may start **no later than 4:30 p.m.** It is typical to schedule matches at a minimum of 1 hour apart.
  - a. A five-minute break between matches should be scheduled.
  - b. Each round should begin at the same time.
- C. **TOURNAMENT WORKERS:** Please make sure that you plan for an adequate number of workers for your tournament.
- D. **PARKING:** Plan for team, fan, and moderator parking. Make sure that parking instructions are communicated to participating teams and moderators.
  - a. Most of the visiting teams will travel by bus or van. Parking space near the school should be provided for the team buses.
  - b. Please provide parking for moderators near the entrance/exit that they will use to access the facility.
- E. **INSTRUCTIONS FOR COMPETING TEAMS:** Be sure that all schools in your tournament are given adequate notice of the playing schedule, when doors will open, location of competition rooms, availability of concessions, coaches meeting, etc.
  - a. In your tournament instructions/information, make sure that you disclaim any losses suffered by players and others.
  - b. Encourage each team to adopt some method for caring for the team's money, electronics, and other valuables.
  - c. It is recommended that host schools provide the lock-out systems needed to run the tournament. If you will be unable to provide working lock-out systems, please notify the participating teams.
  - d. Remind the participating schools that the regional winner must send a team picture to the IESA office prior to the sectional play date of May 1<sup>st</sup>, 2017. Instructions for the winners are located on the website.
- F. **TOURNAMENT EQUIPMENT:** You will need the following equipment for your tournament:

- a. **LOCK-OUT SYSTEM:** A fully-functioning ten-position electronic lock-out system is required for each competition room. Test your equipment to make sure that it is in good working order. If necessary, ask participating schools to bring a system with them to fulfill this requirement. This will also give you a "back-up" system in case something goes wrong with one of the systems in use.
  - b. **NAME PLATES/CARDS:** Remind all schools to bring their name cards.
  - c. **IESA SCHOLASTIC BOWL TERMS & CONDITIONS AND MANUAL:** Please have a copy of this information available at the moderators table in each competition room.
  - d. **STOP WATCH OR TIMING DEVICE:** Please have a stop watch or timing device available in each competition room.
  - e. **PENCILS AND PAPER:** Please have extra sharpened pencils and clean paper.
  - f. **SCOREBOARDS:** Please have some method of displaying the match score. This may be done through use of a system scoreboard, chalkboard, flip chart or dry erase board.
  - g. **WATER:** Please provide water for your moderators. This should be placed in every competition room.
- G. **COMPETITION ROOMS:** Check competition rooms for posters (e.g. periodic tables, etc.). If it is possible, cover these posters with paper during the tournament. The rooms must be arranged as shown in the diagram included under Tournament Format. **This is a requirement.**
- H. **FAN SEATING:** Plan for fan seating in each competition room as detailed in the room set-up diagram. Additionally, plan for fan seating in your cafeteria or general meeting space.
- I. **CONCESSIONS:** Communicate to your participating teams the availability of concessions at your facility. If you will be providing concessions, it would be helpful to provide the teams with the menu you will be offering.
- J. **EMERGENCY ACTION PLAN:** Please make sure that you have an emergency action/venue plan in place for your tournament venue. Be sure to have access to weather forecasts in the event of threatening weather.
- a. **Please make sure the contest manager is visible and present.** It is essential that the officials and teams know who is in charge of the tournament. The IESA recommends that this person not be your school's coach. If problems arise and your coach is in a competition room, they will not be able to address the issue.

### 3. Tournament Volunteers/Personnel

- A. **TOURNAMENT WORKERS:** Plan on an adequate number of workers. The IESA recommends that you try to use volunteers whenever possible.
- B. **RUNNERS:** Host school students used to move results to the tournament office, to post results and any other task needed by the moderator. They can be posted outside each competition room to warn spectators not to enter, except at halftime.
- C. **ASSISTANT SCORER:** An assistant scorer is needed for each match to write the score on a chalk board for the audience to see. This may be a student from the host school or competing schools.

### 4. Regional Entry Form and Regular Season Information

- A. To be eligible to participate in the seeding/ranking process, teams must complete the following:
  - a. **REGIONAL ENTRY FORM:** Each team is to complete its Regional Entry Form online prior to the Online Roster and Record Deadline.
  - b. **REGULAR SEASON INFORMATION:** Each team must also complete their Regular Season Information. Teams should enter all of their scheduled dates, results of those completed contests, and any notes regarding their contests or team.
- B. Only those contestants listed on the Regional Entry Form are eligible to participate.
  - a. A maximum of 15 uniformed players may be listed on the roster.
- C. No changes will be permitted on the Regional Entry Form after the beginning of the first level contest for each participating team.
  - a. If a team needs to make changes to their regional entry form prior to their first contest, they should notify the regional host of any change. Additionally, the team should make the change to their on-line roster information.

- b. **Again, after a team has participated in its first contest, changes may not be permitted to the Regional Entry Form.**

## 5. On-line Seeding

- A. **ONLINE SEEDING:** Following the closing of the record submission step, the record information for all schools will be automatically tabulated. The IESA will review all results, break ties and confirm seeds. Results will be posted online in each regional bracket on the assignment page.

## 6. On-Line Bracket Information

- A. Host schools will be able to post their regional tournament location and schedule information on-line via the IESA website.
- B. Host schools may enter this information through the IESA member center log-in page. You will need your scholastic bowl password to complete this process.
- C. Once you have accessed your school page, click on the link for the regional you are hosting. You will find this information next to the heading of "Host Administration".
- D. After clicking the appropriate link, you will be able to access the following information:
- a. You will be able to view the regional entry form for your school.
  - b. **Download Entry Data-** You will be able to download the entry data (rosters) for all schools within your regional. This information is very helpful if you are creating a program for your regional tournament. The data may be downloaded by either a Mac or a PC. Choose the format that works best with your computer. The information will be opened in Excel.
  - c. **View Regional Rosters-** Once all schools have entered their regional entry forms, you may view that information from this link.
  - d. **Set Regional Dates/Locations** - Host schools will enter tournament information for display on-line. Tournament information consists of the times and location of tournament matches.
    1. **Location information:** It is important that the complete address be added for the location of the tournament. By entering the complete address (street address, city, zip), a map and directions will be linked to your bracket. All of this information will be available for competing teams and fans to view from the Regional Assignments page on the IESA website.
    2. **Schedule:** Enter the start time for each round of play. If you are going to conduct a dinner break, please make sure you schedule your rounds accordingly.
  - e. **Set Regional Results-** You will be able to enter regional results after each round of play. The results feed directly into the bracket for your tournament. Please complete this information immediately following your tournament on Wednesday night. Timely completion of the bracket information is very helpful to the IESA in moving on to Sectional play.
  - f. **Email Regional Coaches and Email Regional Administrators-** This will provide you with an email form that will allow you to communicate with all coaches and/or administrators in your regional.
- E. Take a moment to review the information online to make sure that the map generated is actually giving directions to your site. If you have any problems with this process, please contact the IESA Office.
- F. Additionally, please make sure that you are posting your tournament information online in a timely manner. Teams, fans, and officials readily use this information.

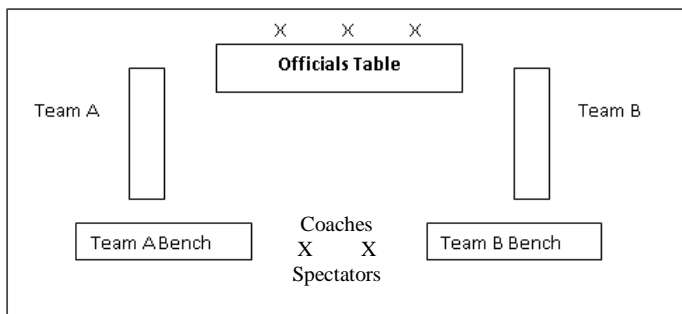
## 7. Regional Host Packet

- A. A regional host packet will be sent to your school via FedEx prior to your tournament. Packets are sent to the IESA mailing contact listed for your school. Please make sure that your school office staff forward the host packet to you.

- B. The following items will be included in your Regional packet:
- Host instructions- These are also available online.
  - A check for \$30.00 per match. This amount will cover the cost of the scorer, timer and moderator per match.
  - 18 ribbons for the tournament champion and runner-up teams
  - Score sheets
  - Scholastic Bowl Update
  - Sealed envelopes containing questions and moderator instructions. **THIS INFORMATION IS FOR THE MODERATORS ONLY. DO NOT OPEN OR REVIEW THE QUESTIONS.** Please give this information directly to your moderators as soon as possible.

## 8. Tournament Format

- Please make sure that all schools assigned to your regional know where to access the schedule and location information for your tournament. Remember- Regional tournaments may start no later than 4:30 p.m.
- TOURNAMENT QUESTIONS:** Keep the questions sealed and give the sealed packets to your moderators as soon as possible.
- REGIONAL ENTRY FORMS:** Collect Regional Entry Forms from each coach at the beginning of the first round of play. Make sure that there are no more than 15 students listed.
- Each round of play should begin at the same time.
- Room set-up reminder: Please set-up your competition rooms as closely as possible to the diagram.



- Close the door at the beginning of each match and keep it closed until the 2-minute half-time. After the half-time, the doors will close again and fans will not be permitted to re-enter. The purpose of this requirement is to keep distractions to a minimum for participating teams and officials.
- Teams may switch sides at the half at the request of one coach. It does not have to be agreed upon by both of the coaches.
- BRACKET SET-UP:** Regional tournaments must be set-up as follows:

**3: Three-team regional for round-robin competition are as follows:**

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
2 vs. 3	1 vs. 3	1 vs. 2
1 -BYE	2- BYE	3- BYE

Teams that finish 2-0 automatically advance to the Sectional. If there is a tie for first following round-robin play, please refer to Rule 1, Section 6 in the Scholastic Bowl Rule Book.

Site Specifics - 1 Room, 1 Moderator, 3 Matches
---

**4: Four-team regional for round-robin competition are as follows**

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
1 vs. 4	1 vs. 3	1 vs. 2
2 vs. 3	2 vs. 4	3 vs. 4

Teams that finish 3-0 automatically advance to the Sectional. If there is a tie for first following round-robin play, please refer to Rule 1, Section 6 in the Scholastic Bowl Rule Book.

Site Specifics - 2 Rooms, 2 Moderators, 6 Matches
---

**5: Five-team regional for round-robin competition are as follows:**

	<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>	<u>Round 4</u>
Pool A	1 vs. 5 4- BYE	4 vs. 5 1- BYE	1 vs. 4 5- BYE	Pool A Winner Vs.
Pool B	2 vs. 3	2 vs. 3	2 vs. 3 (if necessary)	Pool B Winner

Site Specifics - 2 Rooms, 2 Moderators, 5-7 Matches
---

**6: Six-team regional for round-robin competition are as follows:**

	<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>	<u>Round 4</u>
Pool A	1 vs. 5 4- BYE	4 vs. 5 1- BYE	1 vs. 4 5- BYE	Pool A Winner Vs.
Pool B	3 vs. 6 2- BYE	2 vs. 6 3-BYE	2 vs. 3 6- BYE	Pool B Winner

Site Specifics - 2 Rooms, 2 Moderators, 5-7 Matches
---

**7: Seven-team regional for round-robin competition are as follows:**

	<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>	<u>Round 4</u>
Pool A	1 vs. 5 4- BYE	4 vs. 5 1- BYE	1 vs. 4 5- BYE	Pool A Winner Vs.
Pool B	2 vs. 7 3 vs. 6	2 vs. 6 3 vs. 7	2 vs. 3 6 vs. 7	Pool B Winner

Site Specifics - 3 Rooms, 3 Moderators, 9-10 Matches
--

- I. Following the Scholastic Bowl regional online seeding procedure (Monday of Week 42), any scholastic bowl team that withdraws from the state series will result in the regional bracket being updated to reflect any potential changes to the seeds of the remaining schools. Following a withdrawal within a three-team regional, the two remaining teams will take part in a best of three competition to determine the regional champion.
- J. **Calling off a match in reference to five team, six team and Pool A of seven team regionals (if necessary matches):** If two teams are scheduled to play in round three with neither team able to advance to Round 4, the match may be called off pending approval of both coaches. Both coaches will then inform the host school that the match has been called off. **In this instance, the host school should enter both scores online as "0".**

**9. Tournament Policies**

- A. **CLARIFICATION TIME-OUTS:** Clarification timeouts may only be used to clarify match procedures. A clarification time-out must be requested by the coach before the reading of the bonus question or the next toss-up category is given. Only one clarification time-out by each team per match is allowed.
- B. **PROTESTS:**
  - a. Answers may not be protested.

- b. Once a match has begun, it cannot be protested.
- C. **CROWD CONTROL:** While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
  - a. The ideals of good sportsmanship must be maintained at all times. Persons who refuse to cooperate should be reported to tournament management. If necessary, they should be removed from the premises.
- D. **EJECTION:** If a player, coach, or fan is ejected from a contest for unsportsmanlike conduct during your contest, please notify the IESA Office of the ejection. Players ejected from a contest will be ineligible for all remaining interscholastic contests the day of the ejection and the next interscholastic contest. Coaches ejected from a contest will be ineligible for all remaining interscholastic contests the day of the ejection and the next two interscholastic contests.
- E. **TOURNAMENT QUESTIONS:** Coaches from the host school are not permitted to review any of the questions prior to tournament play.
  - a. No reproduction of questions- written, videotape, or tape recorded- is permitted at any level of IESA state series tournament play by competing schools or visitors. The questions used for state series play are copyrighted.
- F. All fans that attend IESA state series contests must wear shirts at all times.
- G. Prayer at an IESA state series contest that takes place over a public address system is prohibited.

## 10. Format for State Series Question Sets

- A. A match will consist of 24 toss-up questions and 20 bonus questions.
  - a. All bonus questions will be 4-part questions.
  - b. Half-time of a match will take place after the 12<sup>th</sup> toss-up question and accompanying bonus question are read.
- B. The regional question sets will consist of 5 rounds. The extra round of questions is to be used in case a set of questions has been mistakenly read in a match.
- C. Tiebreakers
  - a. Match tie-breaker toss-up questions (green set) should be used to break a tie at the end of a match.
  - b. Pool play tie-breaker questions (pink set) are available if needed at the end of pool play.
  - c. Please see the 2016-17 Scholastic Bowl Rules for tie-break specifics.
- D. Question Set Colors
  - a. White- Toss-up questions
  - b. Blue- Bonus questions
  - c. Green- Match Tiebreaker Toss-ups
  - d. Yellow- Replacement Toss-up and Bonus questions
  - e. Pink- Pool play Tiebreaker Toss-Up and Bonus questions

## 11. Awards

- A. **REGIONAL PLAQUE:** The regional plaque will be sent to you from our supplier in Princeton (A&M Products).
  - 1. The plaque will arrive as a separate mailing.
  - 2. If you have any problems receiving your plaque, contact the IESA Office as soon as possible.
- B. **INDIVIDUAL RIBBONS:** Your host packet will include 18 blue ribbons for the team members of the championship team. It will also contain 18 red ribbons for the team members of the runner-up team.
- C. **AWARDS PRESENTATION:** Present the regional winner with the blue ribbons and the plaque at the conclusion of the tournament. The runner-up will receive the red ribbons. Please let the regional winners know that they will receive information concerning the state tournament from the IESA Office via email.



## 12. Moderators/Scorers/Timers

- A. The officials for each match in the state series will include a moderator, one scorer, and a timer. The moderator has the final authority and all decisions are final.
- B. **HIRING MODERATORS:** It is the regional host's responsibility to contract the necessary moderators for the regional.
- Moderators must be at least 18 years of age or older.
  - Please hire experienced moderators for each round of play and make sure they have reviewed the questions prior to the matches so that pronunciations and other questions may be resolved.
  - Send the IESA the email address for at least one moderator from your site. This person will receive any question corrections that are made prior to the tournament. Please send that email address to [sally@iesa.org](mailto:sally@iesa.org). You may also enter this information online in the Host Entry Center.
- C. **COMMUNICATION WITH MODERATORS:**
- To Moderators: Be sure to contact the moderators with specific information about parking, etc.
  - A moderator must contact the IESA Office prior to the beginning of any state series tournament regarding the replacement of any selected tournament questions or the changing of answers to any selected questions.
- D. **HEAD SCORER:**
- They will enter the team rosters, note every attempted answer, note every correct answer, record the running score.
  - Notify the moderator if anyone is communicating illegally. Serve as an assistant judge.
  - Mark both team and clarification timeouts on the score sheets.
  - Have the moderator sign the score sheet at the conclusion of the match.
- E. **TIMER:** Responsible for the timing during a match.
- Should be familiar with timing responsibilities during a match.
  - Serves as an assistant judge and should notify the moderator if anyone is communicating illegally.
- F. **Ask participating schools to assist by bringing a scorer and timer with them to help fill these positions.**
- G. Please note that the IESA removed the requirement that scorers and timers at the regional and sectional tournament should be 18 years or older so that host schools could use high school team members who have knowledge of the game and its rules. However, junior high students may not be used in these positions.
- H. **PAYMENT:** Regional moderators should be paid **\$20.00** per match with no mileage. Scorers should be paid \$5.00 per match. Timers should be paid \$5.00 per match. Moderators, scorers, and timers should be paid the day of the tournament.
- I. **Please provide the moderators with the instructions included with this mailing.** Additionally, there is a moderator training video available on the IESA website.

## 13. Emergency Planning

- A. **Please make sure that your tournament manager is visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them.**
- B. Review your school's emergency plan with those who will be working your tournament.

## 14. Weather Instructions

- A. **Contact information**
- Make sure that you get an emergency phone number for each team that will be participating in your regional tournament. This should be a number for a phone that will be travelling on the team bus.

- b. Make sure that each team participating in your regional has a phone number for your tournament manager. This number should be for a number that will be answered after school hours.
- B. **By-law 5.074:** Teams that cannot attend a scholastic bowl regional or sectional due to weather may forfeit without penalty. However, only when a majority of the schools scheduled to compete in the contest are not able to participate due to weather will the contest be rescheduled.

## **15. Coaches Meeting**

**It is recommended that a coaches' meeting be held prior to the start of the first match, in order to clarify procedures, introduce the tournament manager, and provide an opportunity to answer any coach's questions.**

**This should be scheduled 15 minutes prior to the start of the first round of tournament play.**



# Scholastic Bowl

## Regional Tournament Manager's Checklist

### 6 Weeks Prior to Tournament

	Clear the competition date with school.
	Reserve "important" rooms that may be needed such as library, gym, cafeteria, classrooms, etc.
	Issue initial plea to faculty and staff within school asking for potential tournament personnel.
	Identify Tournament manager.
	Identify Assistant Tournament manager, if Tournament manager is also a coach.
	Prepare or locate map of local area &/or floor plan of building if you plan to issue these to participating schools.
	Tour building and designate rooms you will be using. Identify the needed competition rooms.
	Identify check-in area near school entrance.
	Identify tournament central.
	Identify Moderators. Contact them to save the date. Contracts for moderators may be found on the IESA website.

### 5 Weeks Prior to Tournament

	Identify Scorers and Timers. Contact them to save the date.
	Distribute Moderator, Scorer and Timer instructions. This information may be found on the IESA Scholastic Bowl webpage.
	Sketch out a preliminary plan of which personnel will work together in which rooms, during which hours or rounds.
	Finalize all maps you will be distributing: How to get to your school, parking, restaurants, floor plans, etc.
	Set the times for your regional tournament online. Tournaments may start no later than 4:30.
	Finalize the selection of moderators.

### 4 Weeks Prior to Tournament

	Double check and verify date and the number of matches with your moderators.
--	--

### 3 Weeks Prior to Tournament

	Locate materials that will be used during the tournament: scratch paper, pencils, masking tape, markers, poster paper, name tags, etc.
	Check existing signage and prepare supplementary signs for Tournament Central, restrooms, hard to find rooms, etc.
	Receive Host Packet from the IESA Office. Please check to make sure that all of the materials have been included in the packet.
	<b>DO NOT open the questions.</b> The best policy is to leave them in the custody, unopened, of your AD or Principal. Ask moderators to pick them up unopened or have your AD/Principal deliver them unopened to your moderators.
	<b>Enter the names and emails of your moderators in the Host Administration area of your Scholastic Bowl Entry Center.</b>
	Test the equipment you will be using for the tournament to make sure that it is in working order. Contact schools in your regional for use of their equipment as back-up or competition systems.

## 2 Weeks Prior to Tournament

	Send an email to all participating schools with all necessary information. Here are some suggestions: Maps to your school and/or of your school, concession menu, schedule- including times for arrival, coach meeting, competition rounds, and awards presentation. Also include reminders to schools who have volunteered to bring equipment and/or tournament personnel. You should also include in your email phone numbers where you can be reached during the day and after-school hours.
	Check with your moderators to make sure that they have opened and reviewed the questions.
	Send a reminder to those schools who have volunteered to bring equipment.

## 1 Week Prior to the Tournament

	Prepare any materials you are going to distribute to coaches upon arrival.
	Send reminders to all adult and student workers regarding meetings, work schedule, expectations, etc.
	Prepare a means for displaying results during the tournament outside of Tournament Central.
	Provide moderator information to your business office so that checks can be prepared.
	Check competition rooms for posters and determine a means for covering them.

## Day of Tournament

	Set up rooms as needed. Make sure competition rooms are set-up as specified in the host instructions.
	Set up Tournament Central and Check-In area.
	Tournament manager runs coaches meeting: Welcome, Sportsmanship Expectations, Venue specific information, Tournament format, announcement of the beginning of rounds of play, and presentation of awards.
	Pay moderators, scorers and timers.

## After Competition

	Collect all copies of the questions.
	Post the scores online through the IESA Member Center.
	Submit Financial Report to the IESA Office.

# SCHOLASTIC BOWL FINANCIAL REPORT INSTRUCTIONS

Your financial report and check will be sent with your other host materials before your tournament. Please refer to the example financial reports included in this packet.

## RECEIPTS

- **Receipts** This line will be filled in by the IESA before the financial report is mailed to you. This amount is based on the number of teams/matches in your tournament.

## ALLOWABLE CONTEST EXPENDITURES

- Accurately track the expenses in line items **one** through **five** and record them on your financial report.
- Add lines **one** through **five** and record the total in **Total of Allowable Expenditures**
- Should your tournament run at a deficit, please leave the assessment line blank. The IESA will complete the assessment line and send an approved copy of the report back to you.

## ANSWERS TO COMMON QUESTIONS

- The majority of Scholastic Bowl hosts do not charge items 3, 4, & 5 to the report.
- Should you have volunteers fulfill line 2 (scorers & timers) and do not incur expenses, please do not send that money back to IESA.
- The financial report is required by our auditor because a check was issued to the host school. Your assistance in returning the report in a timely fashion is greatly appreciated.

## FINISHING YOUR REPORT

- Please have an administrator sign the report.
- Please fax the report to 309.829.0625 or mail to: IESA

1015 Maple Hill Rd.  
Bloomington, IL 61705



# ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

## 2016-2017

### SCHOLASTIC BOWL REGIONAL TOURNAMENT

### FINANCIAL REPORT

**Host:** Sample School **Class** A **Regional** 1

*Please return this financial report to the IESA Office within two weeks of the completion of your tournament. If this deadline can not be met, a contact should be made with the Executive Director. The following items will not be approved as expenditures: hospitality; payment for substitute teachers; cost of utilities used during your tournament; and rental of facility or response system. Financial reports not approved by the Executive Director are subject to the decision of the Board of Directors. A copy of this report will be returned to you.*

**RECEIPTS:**

From the IESA Office @ \$30.00 per match.....Total Teams: 6 \$ 210.00

**ALLOWABLE TOURNAMENT EXPENDITURES:**

*Please try to hold down custodial and supervision costs as much as possible to eliminate or reduce assessments to participating schools.*

- 1. Moderators @ \$20.00 per match , no mileage ..... \$ 140.00
- 2. Scorers & Timers @ \$5.00 per match, no mileage ..... 70.00
- 3. Custodial Service..... \_\_\_\_\_
- 4. Miscellaneous (documentation required) \_\_\_\_\_
- 5. Supervision ..... \_\_\_\_\_
  - Person \_\_\_\_\_ Amount \$ \_\_\_\_\_
  - Person \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Total of Allowable Expenditures (add lines 1 through 5) ..... \$ 210.00**

**Deficit..[Total Expenditures minus Total Receipts] ..... \$ 0**

*If your tournament shows a deficit, you may prorate those expenses to the participating schools on the basis of number of matches played. If you are not hosting some matches, you have the responsibility of making all payments to match officials and other host schools. All assessments are to be paid to host school, not to the IESA Office. An approved copy of this report must be sent to any school being assessed within one month after approval. Assessments should not be paid until this is done.*

Assessment of \$ \_\_\_\_\_ at \$ \_\_\_\_\_ per match played.

**ASSESSMENT MONIES ARE TO BE PAID DIRECTLY TO YOUR HOST SCHOOL—NOT THE IESA.**

**SIGNATURE:** Paula Principal Host School Administrator **DATED:** 00/00/00

**APPROVED BY:** \_\_\_\_\_ IESA Executive Director **DATED:** \_\_\_\_\_

*Please return this report to: IESA 1015 Maple Hill Road, Bloomington, IL 61705.*

## Sample Emails from Host Schools

[Sample School] is located at [address]. Busses will enter off of [directions]. Entrance to the event will be on the South end of the building (doors will be marked). There is NOT an admission charge to this event.

Coaches Meeting will be at [time] in room [room number].

The tournament will be held on Wednesday, [date]. Competition will begin promptly at [time]. The second match will begin at [time] and the third will follow at [time]. The championship match will begin at [time]. Awards to immediately follow conclusion of the match.

All teams will meet in [location] upon arrival. This is where teams can keep their belongings.

Each team should bring lockout systems, stopwatches, name plates, paper & pencil.

Concessions will be sold during tournament play and will include pizza, popcorn, chips, candy and beverages. Concessions will close prior to the Championship match at 7:15. All food needs to remain in the South Gym.

Spectators should be informed that the IESA rules will be enforced, including no talking, whispering, clapping, cell phones, saying of answers, etc.

If you have any questions or need further information, please contact the school office at [phone number].

We look forward to a great evening of competition!

Regional information is posted on the IESA website.

Matches will begin at [time] please be here and ready to begin before [time].

Our parent organization, [Sample Org], will be selling concessions beginning around [time]. I will email a list of available concessions this week. Just like last year, each coach will be given a 5.00 voucher to spend on concessions instead of a hospitality room.

If you have any questions please feel free to email me.

Coaches,

Regionals will be held at [Sample School] on [date]. Below you will find some information regarding the event. Please let me know if you have any other questions or concerns.

1. Please bring your lock out system if possible.
2. Each school will have a table in the cafeteria.
3. Food will be available for purchase. La Gondola sandwiches will be \$2. You can purchase a meal which includes the sandwich, chips, and a drink for \$4. Popcorn and candy will also be available.

We look forward to a great evening of competition!

Welcome to the Sectional! We are excited to host the Sectional tournament, and wish all of you the best of luck. We look forward to a positive experience for our students.

With four teams, long bus rides and matches right in a row, we will not offer concessions. Homerooms are food friendly as it helps to keep hall noise down to have the kids take breaks in their rooms- you may choose to bring something for your team; feel free to do that. We will have spectator seating- your friends are welcome to attend.

Please contact me with any questions.  
We look forward to a great evening of competition!

Congratulations on your Scholastic Bowl Regional title! We will welcome you to [Sample Grade School] for the IESA Sectional on Monday, [date] beginning at [time]. Please take note of the below information and make sure that you share with all coaches and administrators in your building that may be involved in your program:

The schedule for the date has been posted on the IESA website. Please check the site for that information.

Our tentative schedule is as follows:

Match 1- [time]

Match 2- [time]

Match 3- [time]

-Unlike Regional play, all scheduled matches must be played regardless of results from the first two rounds of play.

-If available, please bring your lockout system with you so we may have spares available if needed.

-Please remember to bring name cards.

-No videotaping or recording of any match during Sectional play.

-Please make plans to arrive by [time]. We would like to have a welcome and a short coaches meeting prior to the first round.

-All buses may unload at our main door, but we ask that buses park [directions].

-We will provide a concessions area.

We look forward to hosting your school/team and will see you on Monday!