

MLAG REGIONAL TOURNAMENT DIRECTORS GUIDE

GENERAL INFORMATION:

- Tournament directors must exchange contact information with ALL the coaches for the schools assigned to their region.
- Tournament directors must arrive at the site by 8:15 AM to begin preparations and deal with situations that arise.
- Tournament directors must bring all the supplies included in the attached list.
- Tournament directors are the head judges for the tournament. Refer to the section regarding judging for specific duties.

SATURDAY TOURNAMENT DUTIES:

- Set up the sound system provided by the league or verify that the sound system provided by the host school is working properly.
- Set up the registration table with the prepared folders for game registration and tournament sign in sheets.
- Prepare a separate sign in sheet for coaches from the Detroit Public Schools and submit it to the Office of Mathematics. Be sure to keep a copy of this document.
- Use the Tournament Scheduling Form to determine what games will be played and assign coaches to begin setting up the tables using the table markers, score sheets and variation/order of play sheets.
- Work with coaches to assign students to appropriate table numbers.
- Assign a head score keeper and assist her/him in establishing the scoring room team for the tournament. Parent volunteers should be recruited for this team so that all coaches can judge.

- Make appropriate announcements prior to, during and following the tournament. This includes reminding students about the appropriate times to purchase/eat snacks and use the restroom and to remain seated during the tournament.
- Assign a coach to write the region article for the *MLAG* newsletter.
- Officiate and keep time for the tournament.

NOTE: After the 5 minute warning, the Tournament Director will announce "This round is now over. If a game has not ended in a challenge, each player has two minutes to write a solution for the *Goal*. A correct solution will score 8 points, and an incorrect solution will score 6 points."

PLEASE DO NOT CALL THIS END OF ROUND A FORCEOUT. Also, the players are responsible at this point for timing the solution writers, not the Tournament Director.

- Assign a parent volunteer to replenish the score sheets.
- Distribute trophies for Top 5 and Team Average between rounds.
- Distribute monthly newsletters. The monthly statistics will be sent to each school by the Region Statistician.

HEAD JUDGING DUTIES:

- Make sure all disputes are settled.
- Forward unique judging situations to the executive committee for consideration for inclusion in the Judging Manual.
- Bring disputes that cannot be resolved to the executive committee for clarification and final dispensation.
- Supervise the judging during the tournament. Make sure only authorized coaches are on the gaming floor.
- Encourage coaches to become better judges by shadowing experienced judges.

SATURDAY TOURNAMENT SUPPLIES

- Microphone, speaker system, relevant cables
- Portable file with score sheets, stapled together in groups of three, and table markers in zip lock bags for each game that could be played at each level of the tournament
- Game registration sheet for each level
- Variation sheets
- Order of Play sheets
- Registration sheets
- Folders for registration sheets for each game
- Sign in sheet for coaches from all schools
- Sign in sheet for coaches from Detroit Public Schools
- Any additional forms as needed
- Pencil sharpener
- Markers
- 3x5 index cards
- Large envelopes for finished score sheets to be forwarded to the statistician
- Timers
- Extra score sheets
- Official Dictionary
- Rule book
- Pencils/pens
- Stapler and staples
- Paper clips