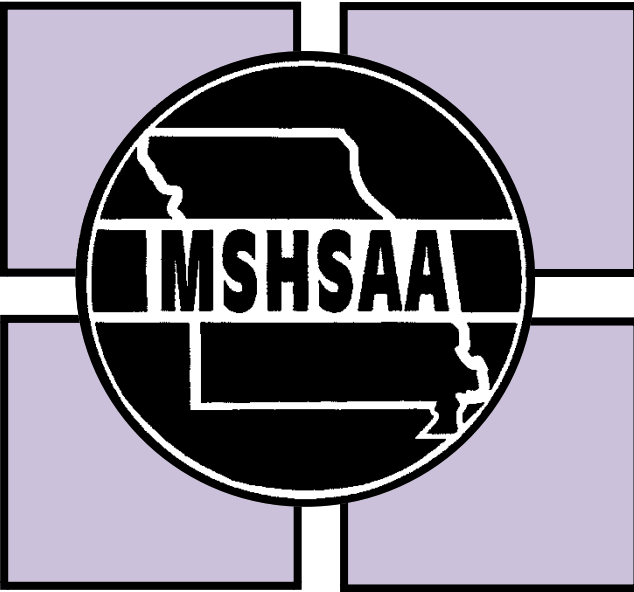




2023-24



**Scholar
Bowl**



**District Manager's
Instruction Booklet**



MSHSAA

Missouri State High School Activities Association

INTRODUCTION

Thank you for agreeing to host and manage a District Tournament. This booklet includes information designed to assist you in the preparations for and the administration of the District Tournament.

MSHSAA CONTACT: Daryl Bradley, MSHSAA Assistant Executive Director, is the liaison for Scholar Bowl. He can be reached at the MSHSAA office – phone: 573/875-4880.

Email: daryl@mshsaa.org. Daryl's assistant is Dianna Johnson. Same contact information. Email: dianna@mshsaa.org

DISTRICT SCHOOLS: The district assignments can be found at www.mshsaa.org, under the “District Assignments” menu item.

THIS BOOKLET: This booklet should contain all of the information you need to begin preparing for the district tournament and it will instruct you in overseeing the entry process of the schools assigned to your District.

YOU WILL RECEIVE LATER

- A. **TOURNAMENT PACKET via UPS:** About 10 days prior to the district tournament date, MSHSAA will ship to you via UPS a large packet which will contain these main items:
1. **Questions for District Tournament:** for all rounds of preliminaries and finals - supplied by MSHSAA.
 2. **District Winner's Memo:** This memo must be given to the **winner** of your district tournament after the final game.
 3. **District Plaques:** Two plaques (1st/2nd place) for the award ceremony following the final game. MSHSAA presents NO Medals at the District Tournament, however you **MIGHT** receive medals from MACA (Missouri Academic Coaches Association) to hand out to high point students (questions about those should go to MACA).

Please call our office if you have not received this packet **by Friday, April 5, 2024**.

- B. **FINANCIAL REPORT:** You will complete the Financial Report for the tournament on the MSHSAA website, under the manager's options after it concludes. There is a section in this booklet that discusses the financial aspects of the district tournament so that you can review and set your budget now.

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NOTE 1:

On the DAY OF THE TOURNAMENT, since the MSHSAA office will be closed, please [email Daryl Bradley](#) with questions at: daryl@mshsaa.org - I will be **available to assist** you by email all day long. (Please remember I will be assisting 48 district managers, so be patient.)

NOTE 2:

Do NOT forget to give the **District Winner's Memo** to the District Winner at the conclusion of the tournament. It is imperative that they receive these instructions for the Quarterfinal Round.

Good Luck and Thank You!

SECTION 1: GENERAL INFORMATION

District Date

DISTRICT TOURNAMENT DATE / TIMES: All district tournaments will be held on Saturday, **April 13, 2024**, with the first round beginning at 9:00 a.m. **All districts must take place on the same schedule due to use of the same questions.**

Schedule

TIME SCHEDULE:

7:45 a.m.:	Moderators' meeting.
8:00 - 8:30 a.m.:	Team arrival and check-in
8:30 a.m.:	Informational meeting for teams/coaches and drawing for prelims.
9:00 a.m.:	First round games begin.
10:00 a.m.:	Second round games begin.
11:00 a.m.:	Third round games begin.
12:00 - 1:00 p.m.:	Lunch break.
1:00 p.m.:	Round 1 of final rounds begin. (Semi's for tournaments with 4 or more teams)
2:00 p.m.:	Round 2 of final rounds begin. (Finals for tournaments with 4 or more teams)

Tournament Committee

TOURNAMENT COMMITTEE: The manager shall appoint a committee of two other scholar bowl coaches from participating schools to serve with him/her as the Tournament Committee. The committee shall assist the District Manager in preparation for and management of the tournament.

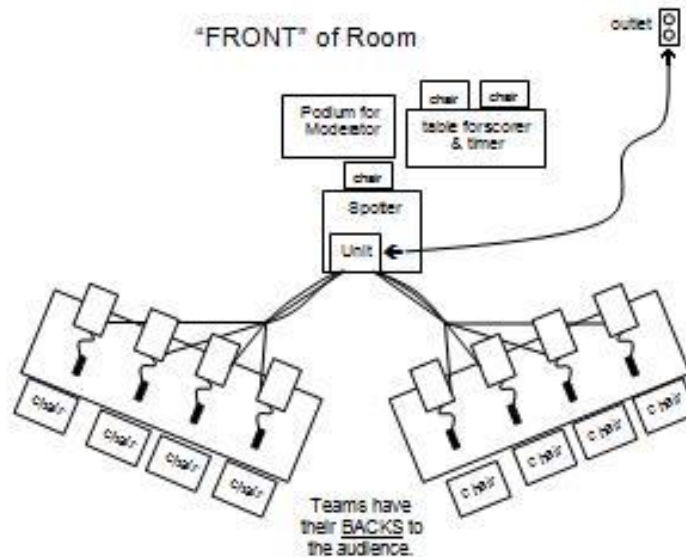
COMMITTEE DUTIES: In general, committee members should assist the manager in the planning, preparation, and management of the tournament. The tournament committee should make decisions together on any situation or inquiry not specifically addressed in the by-laws or the Scholar Bowl manual. Tournament protests will be handled by this committee as well. A committee member should not be involved in ruling on a protest involving his/her team.

Facility Needs

TOURNAMENT CENTRAL: This is a place where persons attending and participating in the tournament may receive directions. It is also a place where reference books or internet access are available to look up questions that may be challenged during a game. At Tournament Central, there should be a copy of the bracket, a calculator, internet access, and an unabridged dictionary.

GAME ROOMS – No More than Five: A game room will be needed for each game in each round. For example, if there are ten teams in your district, there will be five games in rounds one through three, and you will need five game rooms for each round. The game rooms may be ordinary classrooms; however, the championship game may have more spectators than the earlier round and should be played in an area that can accommodate a larger crowd.

LAYOUT of Competition Rooms



AUDIENCE HERE:



Communication with Schools Assigned to your District

KEEP PARTICIPATING SCHOOLS INFORMED: A sheet of instructions for participating schools should be prepared and sent to schools. The information sheet should include important information such as: directions to the school, instructions for Coaches, information or assistance you need from them, information on your facility, parking arrangements, location of where to enter, copy of time schedule, supervision responsibilities, care of property, local restaurants, etc.

ONLINE DISTRICT ROSTERS -- Every school assigned to a district tournament is required to **enter** the district tournament **ONLINE** on the MSHSAA website by entering their district roster and other required data. The district entry fee of \$75.00 will be invoiced to each participating school directly from the MSHSAA office. You do **NOT** need to collect this fee nor confirm payment of it. Schools that do not **complete** the online district entry process **SHOULD NOT BE ALLOWED TO COMPETE**. As a district manager, you can view the District Rosters of your district schools online on the MSHSAA website. **If you have not heard from every school in your district concerning their intentions for the tournament, please CONTACT THEM!**

Game Questions (MSHSAA supplies)

TOURNAMENT QUESTIONS: Tournament questions will be provided by MSHSAA and will be shipped to you to arrive about one week prior to the tournament. More information about the care and return of the questions will be contained in that packet. The questions will be in sealed packets with a packet for each game in each round. The packets will be labeled by game number, by round number, and by time. The Manager should check the packet labels (on the outside) to ascertain if enough packets have been sent. If there is a problem with the number of game packets, the Tournament Director should contact the MSHSAA **at once**. The **seals should not be broken** until the moderators' meeting on the day of the district tournament. The person receiving the questions should place the questions in the school's vault or other secure area. This is very important to ensure the integrity of the questions. If seals are broken prior to the moderator's meeting, the host school will not be eligible to compete in the state finals if its team should win the district tournament.

Awards

AWARDS: Plaques will be awarded to the first and second place teams in each district tournament. The district plaques will be shipped to you directly from MSHSAA via UPS. When they arrive, you should check to make certain you have a first and a second place plaque, that they are correct and have not been damaged.

MEDALS (NOT MSHSAA): Individual medals are **NOT** awarded at the district level. [However, the Missouri Academic Coaches Association (MACA) **MAY** ship you "All-District" Medals... these are **NOT MSHSAA** medals and we are unable to assist you with how these should be awarded or on what basis, etc. Please pose any questions about those to one of the officers of MACA.]

Buzzer Systems / Electronic Response Systems

SECURING EQUIPMENT: Very little equipment is needed to run the tournament, and most can be borrowed from participating schools.

Buzzer systems. The Tournament Director must arrange to borrow enough buzzer systems for the number of games to be played in each round. For example, if four games are to be played in round one, there must be four buzzer systems. The electronic response system must be lock-out. If possible, it is a good idea to have a back-up system to avoid game delays because of equipment failure.

Other supplies

Stop watches. You will need to provide each timer with a stop watch or digital timer for each game played per round. Stop watches should be digital; digital watches and/or cell phones may be used.

Blank Paper. You will need a supply of blank paper for use of the competing teams during the games. You might ask each team to assist by bringing some blank paper (it should be turned in for the moderators to pass out to ensure there is not any writing or notes, etc. on the paper, as it will be used for scratch paper during the games.)

Name Cards: For district competition, coaches should prepare a name card for each member of his or her team and a card with the school's name on it. These will be used on the game tables when the teams are competing. Use first or last names for team members. File cards (5X8) may be used. Make district teams aware of this in your information letter.

TEAMS ARE RESPONSIBLE TO BRING THEIR OWN WRITING UTENCILS.

SECTION 2: TIMELINE AND CHECKLIST

Due dates and times

<u>DATE</u>	<u>ACTION</u>
<p>EARLY: Monitor entries on MSHSAA website using your District Manager's Online access:</p> <ol style="list-style-type: none"> 1) Friday, March 15: District Entries Due - No late fee. 2) Monday, March 18- CALL any non-entered schools. 3) Friday, March 22: Last day to enter WITH a late fee penalty. 	<ol style="list-style-type: none"> 1) Confirm all district schools: Are they playing or not? Call them, email them, encourage them, and confirm status. Assist them with the district entry process if they need help.
<p>During or After Coaches Meeting on day of tournament:</p>	<p>Update MSHSAA website – update the district rosters for any schools that had substitutions. If you do this during the meeting, you can confirm that each sub is on the school's regular season scholar bowl eligibility roster (which is REQUIRED).</p>
<p><u>Immediately</u> following the last game, Saturday, April 13.</p>	<ol style="list-style-type: none"> 1) Give the WINNER the winner's memo!!! (Along with the plaque) 2.) Have awards ceremony – give 2 plaques. 3) UPDATE the MSHSAA Website with Semi-final and Final Results.
<p>Monday, April 17:</p>	<p>Prepare Questions For Shipment Back To MSHSAA</p>

March

District Entry Deadline – March 15, 2024
 District Entry Late Deadline (**with \$50 Late Fee**) – March 22, 2024
 Follow up with all of your district teams to ENTER or WITHDRAW.
 Arrangements for equipment, rooms, workers

Late March / Very early April

Arrangements for equipment, rooms, workers

Work with District Teams to find and finalize officials and worker needs

Open the **Tournament Packet** when it arrives, and make sure the plaques are correct and are undamaged.

Lock up the TOURNAMENT QUESTIONS – lock these in a safe place!!

Day before the tournament – April 12

THE DAY BEFORE THE TOURNAMENT

Setting up the game rooms. If possible, the game rooms should be prepared after school on Friday. All electronic systems, paper for teams' tables and officials' table can be put in place. Obtain needed extension cords and check the operation of the electronic response systems. Place a copy of the bracket on the moderators' stand and on the officials' table. Score sheets should be placed on the officials' table. One copy of the official score sheet is included in this packet; you will need to make extra copies. Care should be taken to avoid having items like periodic tables, book posters, formulas, timelines, lists of presidents, maps, etc. within the view of the teams in the game rooms.

Check with all personnel. Check with all workers who are going to be helping in any way with the tournament. See if they have any questions and make certain they know what time they are to be on duty.

Day of the tournament

Entry doors unlocked; bathrooms open and ready

7:30 a.m. - It is a good idea to make a last minute check of the game rooms.

7:45 a.m. - Moderators' Meeting. If the tournament director is the host school's scholar bowl coach, the moderators' meeting should be conducted by the principal or head official. Also, if any participating team's coach is to be a moderator (NOT recommended!), he or she may not attend the moderators' meeting. The purpose of the moderators' meeting is to answer any questions the moderators may have and to give moderators an opportunity to review the questions they will be reading. First, answer any questions the moderators may have. Then distribute the question packets for round one. The seals should be broken by the moderators. Allow time for them to review the questions, ask them to return the questions to the game packets BEFORE passing out Game 2, collect the game packets, and reseal them. You may need to use scotch tape or a stapler. It is important to preserve the security of the questions. **(BE CAREFUL OF THE ORDER OF QUESTIONS – IF YOUR MODERATORS READ THE WRONG QUESTIONS AT THE WRONG TIME, YOU HAVE A REAL BIG PROBLEM.)** Next, distribute game packets for round two to those moderators who will be reading in round two. When they have finished, follow the same procedure as used with the round one questions. Those who will read round three may review round three questions. All questions should be returned to the proper game packet and sealed until the beginning of the game in which they will be used. The moderator reading a particular game will break the seal or remove the staples just prior to the beginning of a particular game. Provide a secure place for all question packets until time for the games in which a particular packet is to be used. There should be a person in charge of distributing the questions for each game room prior to each round. At the moderators' meeting, decide which moderators will be reading the final rounds in the afternoon session. If there is time, let them review the questions. If not, make arrangements to meet with them either during the lunch break or a time when they are not reading in a game. Question security is of utmost importance. This includes both before and after tournament games. At the close of each game the used questions, including the back-up questions, should be returned to the game packet, resealed or re-stapled, and placed in a secure area for safe-keeping.

8:30 a.m. - Conduct the Coaches meeting. A pre-tournament meeting of coaches and officials should be conducted just prior to the first round. Welcome teams and spectators, using the MSHSAA Welcome, and read the conduct statement. The conduct statement may also be printed in the program. Give information about where the game rooms, restrooms, etc. are located. The head moderator should review game information and instructions. This is the last opportunity for SUBSTITUTIONS by teams. Teams will also come up and pick their number for bracket placement out of the “hat.”

SUGGESTED AGENDA – COACHES MEETING

(You may change, add, delete items as needed) (**Shoot for 15 minutes ONLY**)

1. Welcome (from host school)
2. Introductions – Tournament Manager, Lead Official, etc.
3. MSHSAA Welcome (use statement)
4. Conduct of Spectators and Participants (use MSHSAA statement)
5. General overview of school – headquarters, game rooms, bathrooms, bracket location, etc.
6. General review of the schedule for the day (**must use published schedule**)
7. Reminder on use of MSHSAA Scholar Bowl Rules (have rule book handy)
8. Final Substitutions: **READ EVERY ROSTER OUT LOUD AND HAVE COACHES CONFIRM THEIR TEAM**
 - allow coaches to verbally submit to the Manager any final subs for their online District Roster
 - They may **not** add players at this point, but may substitute players one for one
 - You should arrange for website access (ipad) at the Coaches Meeting to confirm each sub is **eligible**
 - All subs must be on the team’s regular season eligibility roster in order to participate and sub
 - If there are any, the District Manager must update the online District Roster at that time
 - Must have four players to start the game
9. Drawing for Final Bracket Position (Fill in these teams on the Prelim Brackets as you go)
10. Thanks, Good Luck, Please be in your room for Game 1 by 8:55 a.m. (or they will forfeit – must stay on time)

OFFICIAL MSHSAA EVENT: Please keep in mind that the District Tournament is an official MSHSAA event and should be conducted as such. Tournament administrators, personnel, etc. should keep their actions and statements impartial.

FINAL SUBSTITUTIONS: The school may substitute, prior to or during the District Coaches Meeting, any student from its eligibility list to replace one listed on the online District Roster. Substitutions after the Coaches Meeting may only be made in the case of illness verified by a physician and a student’s principal. Any team member who is thus replaced may not return to competition in the district tournament, but may return to competition during the state series provided his/her name has been added to the team roster prior to the first game of the state tournament (which is Quarterfinals Round 1). **After a sub, the District Manager needs to update the school’s roster ONLINE using the manager’s editing capabilities.** If the student does not show up in the drop down list of eligible players, that means he/she is NOT on the **regular season eligibility** roster and CANNOT play!

DRAWING FOR BRACKET POSITION: Ask each team captain to come forward to draw for bracket position for the first, second, and third round games. You will need a set of numbers for them to draw from and a box or other container in which to place the numbers for drawing. You will need consecutive numbers from 1-4, 1-6, or 1-8 depending on the bracket you are using (See Section 3) which is determined by the number of teams entered and participating. The number a team draws will be their number on the bracket and will determine their matchups for rounds one through three. As each team’s number is drawn, write the team’s name on the brackets by the number on for all three rounds. (See also Section 3)

POST BRACKETS: After the prelim brackets are completed, post them in a prominent location. Update the brackets with scores and winners as the games are played. It is helpful to have two copies of the completed brackets as it is easier to write the results of each round as it is played at the Tournament Central area and then transfer them to the posted brackets. Also, you may use one set to figure the teams advancing to the afternoon session and their positions on the brackets. Copies of brackets are contained in this manual.

MSHSAA COACHES MEETING WELCOME

Welcome

On behalf of the Missouri State High School Activities Association, we are pleased to welcome you to the Class ____ Number ____ District Scholar Bowl tournament. The purpose of this activity is to provide positive learning experiences and opportunities for personal growth of the participants. Good sportsmanship is vital to the educational integrity of interscholastic activities. Coaches, players, officials and spectators can and are expected to assist in the promotion and achievement of good sportsmanship by taking personal responsibility for keeping this contest at a high level of fair, wholesome competition. These games are being played according to the Missouri State High School Activities Association Scholar Bowl Rules. These rules provide for fair competition among players. Players, coaches, and spectators must recognize that judgment calls are made in good faith and that they must abide by the decisions of the officials. The winner of today's tournament qualifies for the Quarterfinal Round. The MSHSAA wants to thank you for your participation and wishes all teams involved the best of luck!

Conduct of Spectators and Participants

Members of the audience are asked to avoid cheering, visual signaling, whispering, mouthing answers, clapping, or advising the judges when protests are made. If a moderator hears a question answered in the audience, he or she may throw-out the question. This could result in a team losing valuable points because they were not allowed to answer a question they knew. If you wish to answer questions as the game is played, write your answers on a piece of paper, but do not show the answers to members of the competing teams. Participants are asked to demonstrate good sportsmanship and to conduct themselves as ladies and gentlemen at all times. Decisions of the judges are final and should be graciously accepted. Judges have the authority to remove from the game room any individual who is engaging in behavior which is disruptive to the play of the game.

This is a closed competition with copyrighted material being used in multiple rooms simultaneously. You are asked to not share, tweet, blog, post, stream, etc. any data from this game for the integrity and fairness of the contest. Absolutely no video or audio is allowed at all during the matches. Live scoring, without audio, is allowable.

PLEASE SILENCE ALL CELLPHONES AT THIS TIME!

8:55 a.m: Deliver round one question packets to the game rooms where the round one games are to be played. Deliver question packets to the moderator in each room. Make certain all officials are ready. All games in each round must begin at the same time.

9:00 a.m: Begin first round games. You may use the intercom to announce the start if you wish. All games in each round must begin at the same time. This is because the questions are the same for every game in a particular round.

10:00 a.m: Begin second round games.

11:00 a.m: Begin third round games.

THROUGHOUT THE DAY

As District Manager, you have the authority to make final rulings concerning questions, protests, forfeits, etc. Decisions should be made at the local level.

Update Wall Brackets.

Deliver Questions. Questions should be delivered to the game rooms five minutes before games in each round are scheduled to begin.

Lunch Break -- 12:00 p.m. to 1:00 p.m.

Determine Teams Advancing To The Afternoon Rounds. The top four teams (unless there are fewer than four teams participating in the tournament) will advance to the Semifinal round. Follow the advancement and tie-breaking procedures in the Scholar Bowl Rulebook.

Afternoon competitions begin with the #1 team (based on record) competing against the #4 team. After determining the teams advancing (see Rulebook if needed), place the team names on the wall brackets and the MSHSAA Website.

12:30pm: After Prelims conclude and advancement is determined

12:30 p.m.: Update Brackets on the MSHSAA Website with Semi-Finalists. See the “**Online Data Instructions – District Manager**” information in the back of this booklet for further information. This should be done at the end of the PRELIMS.

SET UP BRACKET ON MSHSAA WEBSITE: Only the semi-finals and finals can be shown on the MSHSAA website results area. The preliminary round bracket is not able to be shown there, so you don't need to (can't) include it. (Go to Section 7 for specific instruction regarding these needed results/bracketing on the website.)

1:00 pm -- Begin the semi- finals (for districts of four or more teams)

2:00 pm -- Begin the finals for tournaments with four or more teams entered. This is the championship game.

WINNER'S MEMO: Present the State Information memo to the winner of the district tournament IMMEDIATELY AT THE CONCLUSION OF THE TOURNAMENT. This memo contains instructions that the winning team needs.

AWARDS CEREMONY: The awards ceremony should be held in a large area. Congratulate the teams and their coaches for their play and conduct. Award the second place plaque to the second place team, then award the first place plaque to the first place team and wish them well in the state Quarterfinals. This is a good time to thank all who helped make the tournament a success. No third place games are held.

Right after final game

GIVE DISTRICT WINNER'S MEMO TO WINNER: Please, immediately, give the winner's memo to the winning team. This contains information for the Quarterfinal Round.

UPDATE MSHSAA WEBSITE: See Section 7 of this booklet for further information on updating the final results online on the MSHSAA website.

Monday after the tournament

Complete and submit the financial report on the MSHSAA website – under your District Manager's Options.

QUESTIONS: Prepare Questions For Shipment To The MSHSAA. This should be your first priority after the tournament concludes. The questions packets should be checked to make certain all are in their correct packets and that all packets are accounted for. If any are missing, find them. After checking the questions packets, prepare them for return to the MSHSAA and seal the shipping carton securely. Send by Parcel post or UPS. Get a dated receipt as proof that you shipped the questions. This is your verification that the questions were delivered to the Post Office or UPS distribution center for return, as required by MSHSAA's contract with the question company. Shipping expenses are figured into the stipend, so **do not need** a copy of the receipt.

Send QUESTIONS to: for UPS: Daryl Bradley, MSHSAA, 1 N. Keene St., Columbia, MO 65201
 for US mail: Daryl Bradley, MSHSAA, P.O. Box 1328, Columbia, MO 65205-1328

SECTION 3: TOURNAMENT FORMAT & BRACKETS

General Format

The format for the Scholar Bowl District Tournament is a modified round robin format. The teams ARE NOT SEEDED. At the end of the Coaches Meeting and before play begins, the captain of each team competing in the tournament will draw to determine his or her team's NUMBER on the bracket, which will determine each opponent in each of the three preliminary rounds. In tournaments in which an odd number of teams are competing, there will be a **bye** in each round. A team that draws a bye in a particular round will play two games in the preliminary rounds. A team may not draw a bye in more than one round. A team that draws a bye should be allowed to review the questions being used during that round and an **extra set** will be shipped for that purpose.

Your Format Depends on the Number of Entered Teams

NUMBER OF ENTERING SCHOOLS	PRELIM. BRACKET TO USE	FINAL BRACKET TO USE
1	Not applicable	Team wins district by forfeit
2	Not applicable	play best 2 of 3 format
3	4-team bracket; one team has bye each round	3 rd seed after prelims is eliminated and only the final is played (no semifinal game)
4	4-team	4-team (semis & final)
5 OR 6	6-team	4-team (semis & final)
7 OR 8	8-team	4-team (semis & final)
9 OR 10	10-team	4-team (semis & final)
11 OR 12	12-team	4-team (semis & final)

Placement of Teams on Preliminary Brackets

Scholar Bowl District Tournaments are **not seeded**. Placement on the bracket is random.

Even-Numbered Tournament (Four or More): Place slips of paper in a "hat" numbered 1 through... (example: 8 for an 8-team tournament). Have the captains of each team draw a number for placement on the associated bracket as shown on the next few pages.

Odd-Numbered Tournament: Place slips of paper in the "hat" based on the number of teams in your tournament. Example for 9-team tournament: Place 9 slips of paper in a hat numbered 1 through 9 and draw a number for placement on the 10 team bracket. The last spot (team 10 in this example) will be the "bye" spot. Whichever team on the bracket is scheduled to compete against the "bye" team in each round will receive a win in that round of the competition. A copy of the questions is provided by MSHSAA for **bye** teams to use; please provide them a room where they can review the questions, but no buzzer system and no officials are needed.

Question Packets and Time POINT OF EMPHASIS

Since all 48 districts are playing at the same time, using the SAME questions, it is **IMPERATIVE** that you use the **correct questions at the correct TIME**. The TIME (9am, 10am, etc.) to use each set of questions is marked on each sealed envelope of questions. **Do not differ from these times**. Please call or email Daryl Bradley at MSHSAA if you have any questions or need clarification about this.

ADVANCEMENT TO SEMIFINAL ROUND (AFTER PRELIMS)

Advancement into the district semifinal round is based on:

- 1) Win/Loss Record in prelims
- 2) Point Average in prelims

See the tiebreaking procedures in the **Rules Book** in Section L.

Two Teams Entered in Your District: Two of Three Format

FORMAT FOR ONLY TWO TEAMS ENTERED: Play a best two-out-of-three game format, using questions for the correct “hour” (preferably 9am, 10am, and 11am – if this timeline doesn’t work, please contact Daryl Bradley at MSHSAA THE WEEK BEFORE THE TOURNAMENT to discuss options.) There are no prelims or finals for districts with only two teams that enter. Only **ONE** competition room and buzzer system is needed.

Three Teams Entered in Your District: Prelims & Final

FORMAT FOR THREE TEAMS ENTERED: Play the three preliminary rounds shown below, and eliminate one team through the normal seeding procedures, and then play the final, using questions for the correct “hours.” (There will be no semi-final game.) Only **ONE** competition room and buzzer system is needed.

Prelim Round 1 9am

Team 3

Rm 1

Bye

Prelim Round 2 10am

Team 2

Rm 1

Bye

Prelim Round 3 11am

Team 1

Rm 1

Bye

Team 1

Rm 2

Team 2

Team 1

Rm 2

Team 3

Team 2

Rm 2

Team 3

Single Elimination Final: 1pm preferably

1st Seed after
prelims

Host: If you play this final at 1pm, use the 1pm questions; if you play this final at 2pm, use the 2pm questions!!

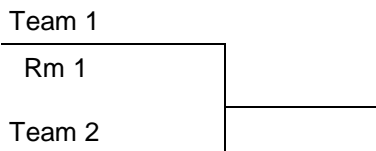
Note: Only this final needs to be input as “results” on the MSHSAA website; the preliminary rounds are not needed for results.

2nd Seed after
prelims

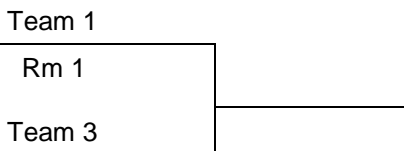
Four Teams Entered in Your District

FORMAT FOR FOUR TEAMS ENTERED: Must play the full five-round preliminary, semifinal, and final format. **TWO competition rooms and buzzer systems are needed.**

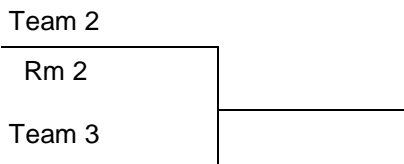
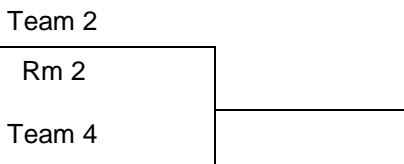
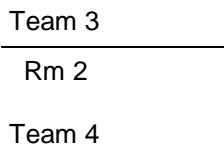
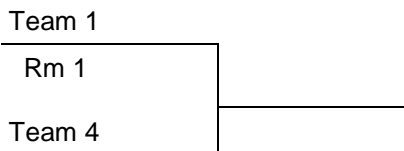
Prelim Round 1 9am



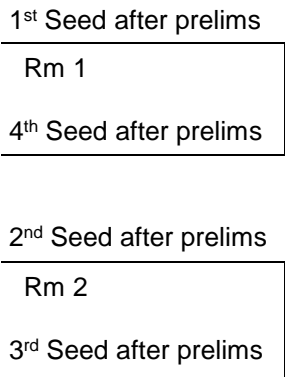
Prelim Round 2 10am



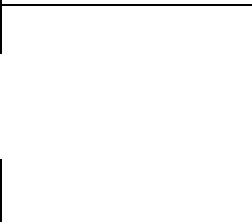
Prelim Round 3 11am



Semi-Finals – 1pm



Finals – 2pm



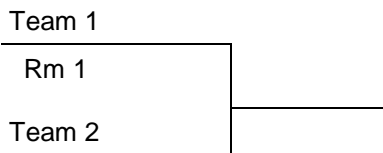
Winner

Note: Only this semifinal/final bracket needs to be input as “results” on the MSHSAA website; the preliminary rounds are not needed for results.

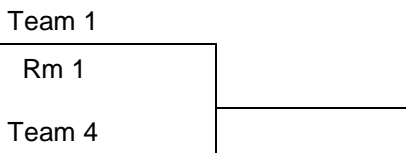
Five or Six Teams Entered in Your District

FORMAT FOR FIVE OR SIX TEAMS ENTERED: Must play the full five-round preliminary, semifinal, and final format. If you have 5 teams, you will have a bye as one of the numbers. **TWO** competition rooms and buzzer systems are needed for a **5**-team tournament, **THREE** competition rooms and buzzer systems are needed for a **6**-team tournament.

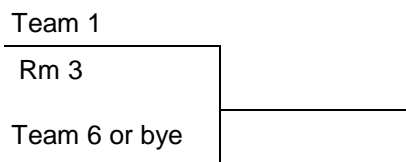
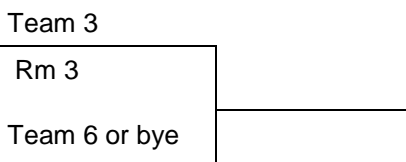
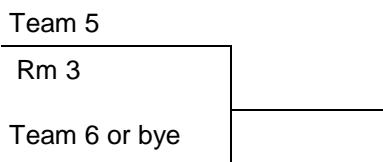
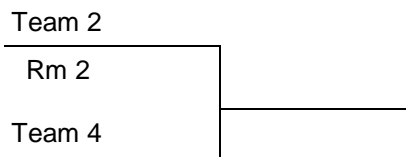
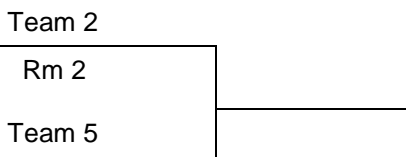
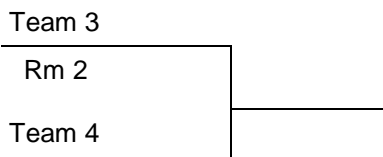
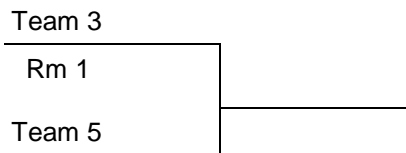
Prelim Round 1 9am



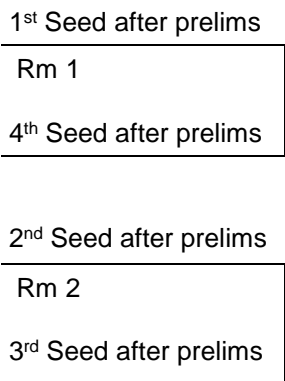
Prelim Round 2 10am



Prelim Round 3 11am



Semi-Finals – 1pm



Finals – 2pm

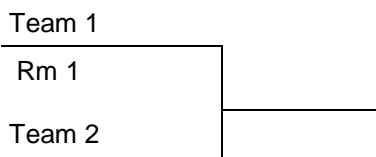
Winner

Note: Only this semifinal/final bracket needs to be input as “results” on the MSHSAA website; the preliminary rounds are not needed for results.

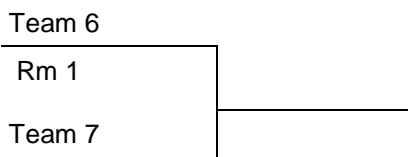
Seven or Eight Teams Entered in Your District

FORMAT FOR SEVEN OR EIGHT TEAMS ENTERED: Must play the full five-round preliminary, semifinal, and final format. If you have 7 teams, you will have a bye as one of the numbers. **THREE** competition rooms and buzzer systems are needed for a **7**-team tournament, **FOUR** competition rooms and buzzer systems are needed for a **8**-team tournament.

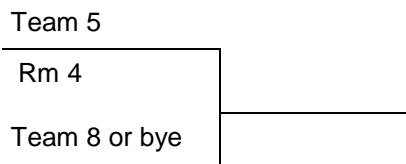
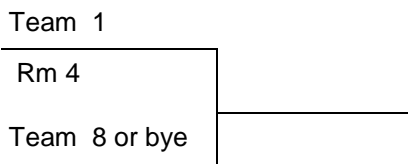
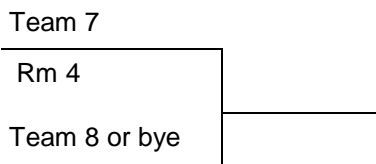
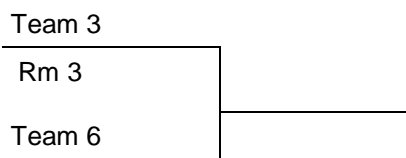
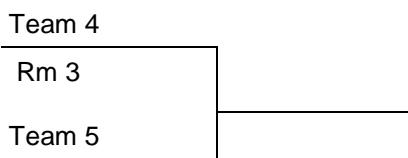
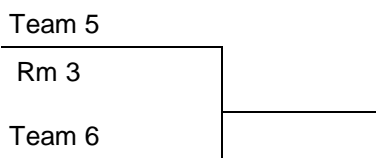
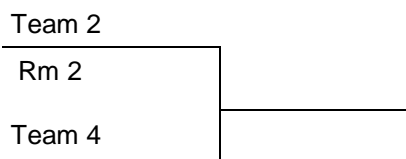
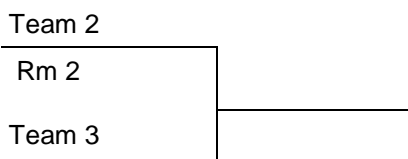
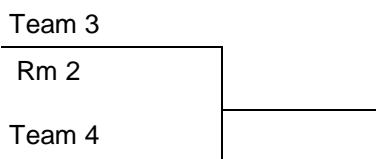
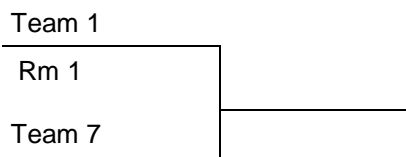
Prelim Round 1 9am



Prelim Round 2 10am



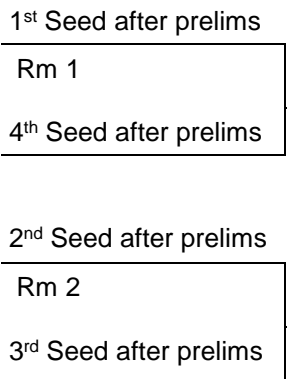
Prelim Round 3 11am



Semi-Finals – 1pm

Finals – 2pm

Winner

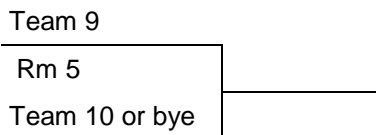
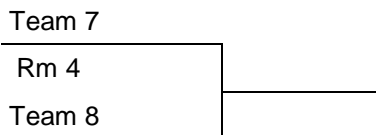
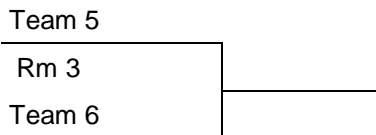
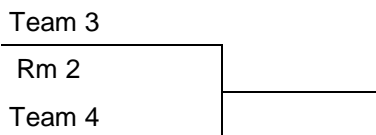
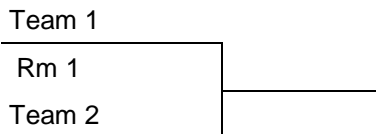


Note: Only this semifinal/final bracket needs to be input as “results” on the MSHSAA website; the preliminary rounds are not needed for results.

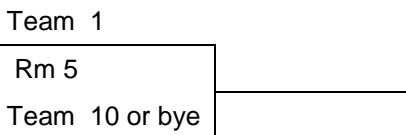
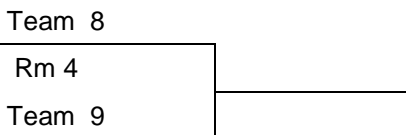
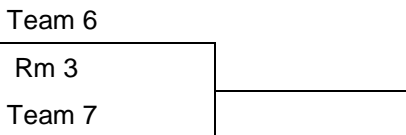
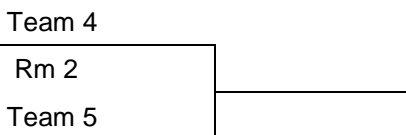
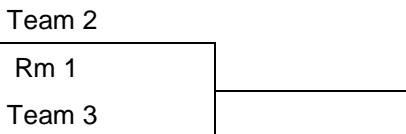
Nine or Ten Teams Entered in Your District

FORMAT FOR NINE OR TEN TEAMS ENTERED: Must play the full five-round preliminary, semifinal, and final format. If you have 9 teams, you will have a bye as one of the numbers. **FOUR** competition rooms and buzzer systems are needed for a **9**-team tournament, **FIVE** competition rooms and buzzer systems are needed for a **10**-team tournament.

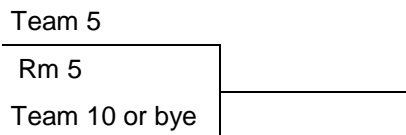
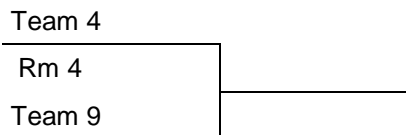
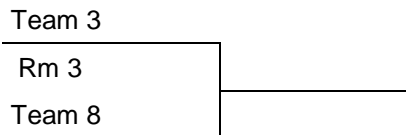
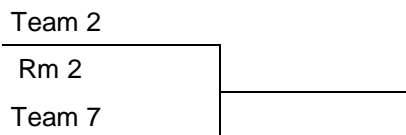
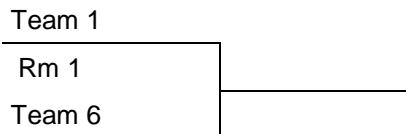
Prelim Round 1 9am



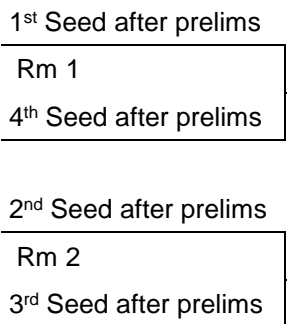
Prelim Round 2 10am



Prelim Round 3 11am



Semi-Finals – 1pm



Finals – 2pm

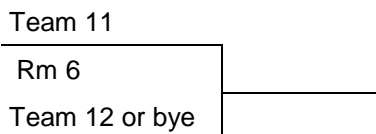
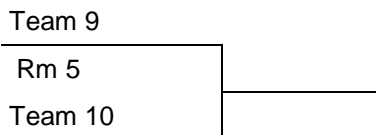
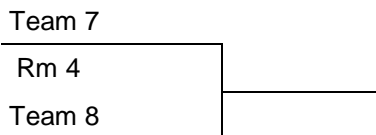
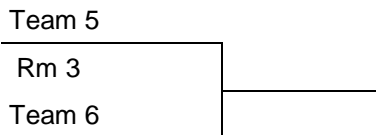
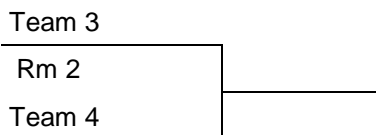
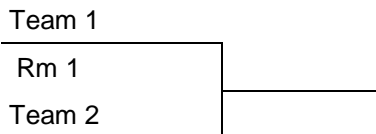
Winner

Note: Only this semifinal/final bracket needs to be input as “results” on the MSHSAA website; the preliminary rounds are not needed for results.

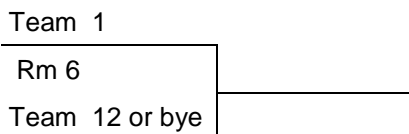
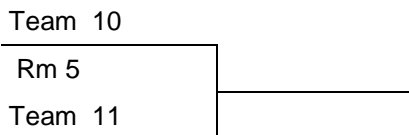
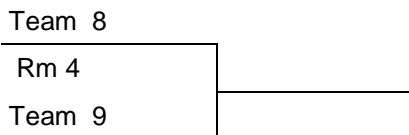
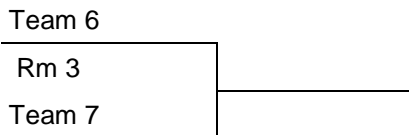
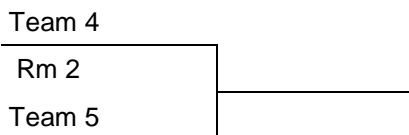
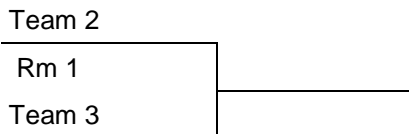
Eleven or Twelve Teams Entered in Your District

FORMAT FOR ELEVEN OR TWELVE TEAMS ENTERED: Must play the full five-round preliminary, semifinal, and final format. If you have 11 teams, you will have a bye as one of the numbers. **FIVE** competition rooms and buzzer systems are needed for a 11-team tournament, **SIX** competition rooms and buzzer systems are needed for a **12**-team tournament.

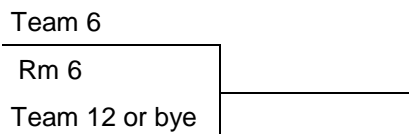
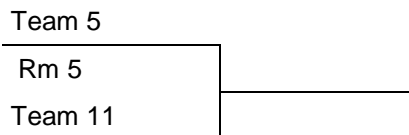
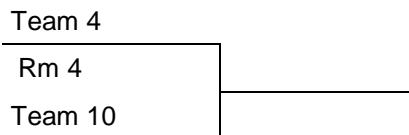
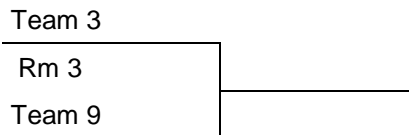
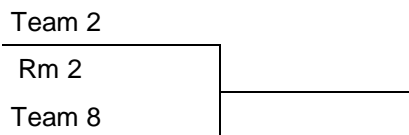
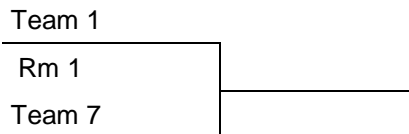
Prelim Round 1 9am



Prelim Round 2 10am



Prelim Round 3 11am



SECTION 4: FINANCIAL INFORMATION

DISTRICT ENTRY FEES FOR PARTICIPATING SCHOOLS The district entry fee of \$75.00 will be invoiced to each participating school directly from the MSHSAA office after the tournament is held. You **do NOT** need to collect this fee nor confirm payment of it.

DISTRICT STIPENDS: For hosting the District Scholar Bowl Tournament, your school will receive a stipend based on the number of schools that enter and compete in the district tournament. The table below shows the stipend for tournaments of different sizes. You may use the information as a “budget” for your tournament. You are not required to hire and pay workers; if you recruit volunteers for some or all positions, your school may retain the stipend. Likewise, if you pay higher fees or have greater expenses than the total stipend, you will have to cover the difference in cost. MSHSAA will send district hosts the applicable stipend following the district tournament after your completion of the financial report (see bottom of this page).

DISTRICT STIPEND – This is what your stipend is intended to cover:

Number of Teams that Enter & Complete	Staffing Cost Per Game**	x Max No. of Games	Total Staffing	Mgr Fee	Misc. Expense	Stipend Total
1	\$0	0	\$0	\$0	\$0	\$0
2	\$8+\$6+\$6=\$20	3	\$60	\$100	\$10	\$170
3	\$8+\$6+\$6=\$20	4	\$80	\$100	\$10	\$190
4 or 5	\$8+\$6+\$6=\$20	9	\$180	\$100	\$10	\$290
6 or 7	\$8+\$6+\$6=\$20	12	\$240	\$100	\$10	\$350
8 or 9	\$8+\$6+\$6=\$20	15	\$300	\$100	\$10	\$410
10 or 11	\$8+\$6+\$6=\$20	18	\$360	\$100	\$10	\$470

OFFICIALS FEES

(Suggested**):	Per Game
Moderator:	\$8
Scorer	\$6
Timer	\$6
total per game:	\$20

FINANCIAL REPORT: The district tournament financial report on the MSHSAA website, in your District Manager’s Options. **SEE SECTION 7 FOR INSTRUCTIONS.** Please complete this online report on the Monday following the tournament. The report is extremely simple and will only take about 5 minutes to complete. If you have any questions after reviewing the instructions and screen shots, please contact Daryl Bradley at 573/875-4880.

PLEASE LIST FINAL STATUS FOR ALL DISTRICT SCHOOLS: On your financial report, you will be asked to account for all schools that were originally assigned to your district - I need to know which ones **withdrew** before entries were due, which ones **withdrew** with sufficient notice, which ones **played**, and which ones **entered but did not show up**.

SECTION 5: OFFICIALS, WORKERS, RULES INTERPRETATIONS

Workers: Tournament Officials & Helpers

SECURING TOURNAMENT WORKERS: Arrange for tournament workers early. An ample number of workers are very necessary. Possible sources for the remaining officials are faculty members, adults or retirees from the community, or college students who have played on scholar bowl teams. It is also acceptable to ask participating schools to provide some of these officials – the teams should have listed **recommended officials** for you to contact during the online District Entry process. NO scholar bowl coach should act as an official in a game in which his or her team is competing. It is recommended that you have a meeting with all helpers before the day of the tournament. Explain the responsibilities of each job.

REQUIRED OFFICIALS: Moderator, Scorer & Timer in each room. Please refer to the Scholar Bowl Rules Book, which has a full section regarding the officials used for Scholar Bowl and their duties. Participating teams are required to provide one spotter and one unofficial scorer.

All officiating positions are needed and expected, but the tournament committee has some leeway in deciding, under hardship circumstances, whether or not they have officials that can possibly handle more than one role (i.e. a moderator timing as well, etc.) Each role being filled by individual workers is strongly recommended, but the tournament committee (not the Manager on his/her own) has the authority to combine positions.

NOTE: It is extremely important that all officials be completely familiar with the official Scholar Bowl Rules. It is a good idea to have a practice session for tournament officials a few days before the tournament. This can be done during the regular practice session of your scholar bowl team.

Instructions to officials. Each tournament official should be provided with a copy of instructions for the particular job he or she will be fulfilling. Instructions for each official are found in the back half of the rule book, which is available for download on the MSHSAA website. Officials should receive instructions a week or two before the date of the district tournament along with a copy of the Official Rules.

OTHER HELPERS: If you are able to find more workers, these individuals may assist by serving in other roles to assist the Tournament Manager.

Scorekeeper (Unofficial): Competing teams prefer to see a running score of the game as they play. This can be kept on the classroom chalkboard, smartboard or whiteboard. The unofficial score should be situated so that it is easily seen by both competing teams. Unofficial scorers may be students, and shall be provided by participating teams. Substitute players may fulfill this role. Either one or two students may be used.

Door security personnel: There should be a person stationed outside the door of each game room while games are being played. Once a game begins, no one should be permitted to enter except at half-time or during time-outs. Students may act as door security personnel.

Runners: It is a good idea to have a person or persons stationed in each game room to act as a runner. Students may be used. If a question is challenged and needs to be verified, the runner may take it to tournament central to be looked up and return with the answer to give to the judges. Runners will also deliver score sheets to tournament central as soon as games are completed. Runners may also be used to deliver used tournament questions to a place for safe-keeping.

Spotter (Neutral): Although each team is required to bring a spotter, you may use neutral spotters if you have enough workers. Coaches typically prefer this when there are enough helpers.

Bracket Results Posted: If someone can assist after each round by posting the results of the games on the posted brackets, the manager is kept free to deal with other issues that come up during the changeover between rounds.

Rules Interpretations

The following questions and answers may assist you in preparing your officials for their responsibilities at the tournament. There is more information that may be of assistance in the Scholar Bowl Manual.

Q1: What should be done if a Moderator gives the correct answer to a part of a bonus question that has been missed by Team A, before Team B has an opportunity to answer?

A1: Team B shall be given an opportunity to answer a replacement rebounding bonus question part. The replacement part should be from the same category, if possible.

Q2: Scenario: Question 1 is answered by Team A. The moderator says the answer is incorrect. Team B gives the same answer, and is also told it is incorrect. Team B protests, and the answer given by both teams is proven to be correct. Who gets the points?

A2: Team A would receive the points. Even though they did not protest, they gave the correct answer to the question originally.

Q3: FOR EXAMPLE: Question: How many inches are there in a foot?

If the unit of measure is used in the question, must it be used in the answer?

A3: No. Acceptable answers: "12" or "12 inches." Moderators should be made aware of this interpretation because there may be answers listed as "12 inches" where "12" is still acceptable.

Question/Answer Protests

See Rulesbook: Question/Answer Protests are explained in the Scholar Bowl Rulesbook, on page 10 – Letter G. Carefully review that procedure.

Prior to Districts - Print: Print off several copies of the Protest Form for Districts to have on hand, and provide each Moderator at least one copy. The form is located on the MSHSAA website on the Scholar Bowl activity page.

Handle in Room if possible; Refer to tournament committee as necessary. Most protests can be handled in the room by the officials present. This will save considerable time. However, if the teams choose to have the protest referred to the tournament manager and the tournament committee (if available), please allow that to happen.

Contest Protests

Contest protests due to a perceived “misapplication of a rule” by the officials are different than an in-game protest of the answer to a question that is listed in the question packet. If a team believes the officials have misapplied a game rule (SCB Rulesbook) they would file a protest with the tournament as outlined in the MSHSAA Official Handbook – Board Policy on On-Site Protests. All such protests must be resolved at the competition site. The MSHSAA Board of Directors and/or Staff shall not review contest protests. Following the procedure outlined in the Handbook, the protest would be presented to the officials in the room, with proper evidence of the misapplication. The tournament manager and/or tournament committee should be consulted as necessary. During the day, you may contact Stacy Schroeder to assist as well.

SECTION 6: ONLINE RESOURCES TO HELP

There are a number of Scholar Bowl resources located on the [MSHSAA website](http://www.mshsaa.org) in the Scholar Bowl activity area ACTIVE LINK: (<http://www.mshsaa.org/Activities/Info/ScholarBowl.aspx>), that you will need or could assist you in your oversight of the District Tournament. Here is a summary:

MSHSAA Scholar Bowl Manual

The manual contains a lot of district information, along with information regarding the state series. Of particular interest to District Managers may be the District Entry procedures.

MSHSAA Scholar Bowl Rulebook

The Rules Book contains all of the Scholar Bowl rules for District Play. The competition is governed by these rules and they must be utilized and followed. Your officials must be thoroughly familiar with the rules. The second section of the Rules Book discusses the role of each Scholar Bowl official.

MSHSAA Game in Session Door Hang-Tag

Individuals shall not enter or leave the competition room during play. If an individual leaves during play, they should not be allowed to re-enter the room for the remainder of the half. Door security may be needed if problems occur. This "Door Handle Hang-Tag" may assist event managers in keeping game rooms quiet and secure. Print on cardstock, laminate and cut-out. Use on both the inside and the outside handles of the door. Modify as needed. These are suggested for District Tournaments, but not required.

MSHSAA Timers Cards

These cards (4 to a page) outline the timing rules and are a great resource for your timers.

MSHSAA Scoresheet

You will need to print off a MSHSAA scoresheet for each game for your scorekeepers to use throughout the tournament. Have these prepared in advance; make sure they are in the hands of your scorekeepers before they report to their competition rooms. A sample scoresheet appears on the next page.

MSHSAA District Protest Form

You will need to print off a MSHSAA Protest Form, and make some copies, to be used during the event. Have these prepared in advance; make sure they are in the hands of your Moderators before they report to their competition rooms. See the prior page for an explanation of the protest procedures (2 types).

MSHSAA Sample Scoresheet (pdf available on website)

MSHSAA SCHOLAR BOWL SCORESHEET

Round: _____ Room: _____ Class: _____ Scorekeeper: _____

Team:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	TOTAL	
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
Bonus A																								OT1
Bonus B																								
Bonus C																								
Question Total																								TOTAL
Running Total																								
Protests Denied	1	2	1st Half :30 TO				1st Half :30 TO				2nd Half :30 TO				2nd Half :60 TO									

Team:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	TOTAL	
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
Bonus A																								OT1
Bonus B																								
Bonus C																								
Question Total																								TOTAL
Running Total																								
Protests Denied	1	2	1st Half :30 TO				1st Half :60 TO				2nd Half :30 TO				2nd Half :60 TO									

SAMPLE

Coach Signature: _____

 Coach Signature: _____

MSHSAA Sample Protest Form (pdf available on website)

MSHSAA District Scholar Bowl Protest Form

To be completed only if the room officials cannot rule on a formal protest and it is to be referred out to the tournament manager.

Section A: (To be completed by the SCORER)

Room Number: _____

Date: _____ Class 1 Class 2 Class 3 Class 4 Class 5 Class 6

District Room: _____ Prelims Rd. 1 Prelims Rd. 2 Prelims Rd. 3 Semi-Finals Finals

Protested Question: _____ Which Half? 1st 2nd

Question Number: _____ Type of Question: Toss-Up OR Bonus

Summarize the question being protested. (Manager/Tournament Committee may have to view question in the competition room.)

_____ was based by _____ points.

Section B: (To be completed by the TEAM)

List the answer your team provided: _____

Provide clear rationale for the answer given: _____

Signature _____ (Team Captain)

Section C: (To be completed by Tournament Headquarters Only)

Result of protest: Denied Upheld

Name of Person Ruling on Protest: _____

Signature of Tournament Manager or Tournament Director: _____

Result of protest communicated back to Moderator/Team within the same round? Yes No

SAMPLE

This COMPLETED Protest Form shall be immediately transported by a substitute player to the District Headquarters Room for review by Tournament Manager & Tournament Committee (not to include anyone connected to competing teams).

SECTION 7: MSHSAA WEBSITE & MANAGER'S ONLINE FEATURES

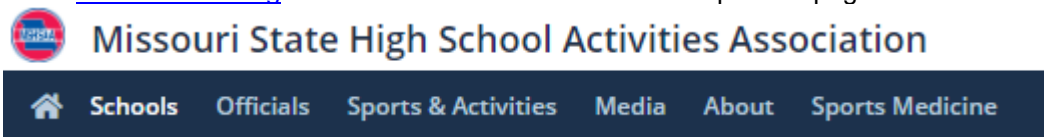
District Managers have special online administrative features on the MSHSAA website that will be used to run the Scholar bowl District Tournament. These instructions explain these features. As a Manager, you have special access to the data that is entered by every team in your district. This access will allow you to:

1. Track the progress of district teams in regard to ENTERING the district tournament,
2. Confirm when all teams have entered,
3. Export school information for each team for use in a tournament program (your proceeds),
4. Export district roster information for each team for use in a tournament program,
5. Receive officials recommendations to assist with hiring tournament officials (moderators, scorers, timers),
6. Confirm eligibility of all participating players,
7. Complete the tournament bracket for semi-finals and finals, so the teams that qualify for the Quarterfinal Round are visible to the teams and the public ON THE MSHSAA WEBSITE.

1) District Oversight Via MSHSAA Website

STEP 1: SIGN IN

1. You must be listed within the website as the District Manager before you will be able to sign in and complete this process.
2. Go to www.mshsaa.org and select the “schools” tab at the top of the page.



3. Sign in using your full email address (it must match the one in the website system AND you must be listed as the district manager in the district assignments) and your password.

A screenshot of the login form on the MSHSAA website. The form is titled "Your Account" and "Login". It contains two input fields: the first for an email address, which has "johndoe@school.org" entered, and the second for a password, which has "....." entered. A large yellow arrow with a red outline points to the email input field. Below the input fields are three buttons: "Log In", "I forgot my password" (with an envelope icon), and "Register" (with a plus icon).

4. If you do not know/use your password, you may retrieve a password by using the “I forgot my password” link, and it will be sent to your EMAIL INBOX.

STEP 2: GO TO YOUR SCHOOL'S HOME PAGE

1. As a **District Manager**, your home page should look something like this. You should have an item labeled "District Manager Options" under Postseason Manager Options. Only the individual listed on our website as the SCB DISTRICT MANAGER will see this option - used to administer the tournament. If you are a MGR and don't see this link – we have a problem!

The screenshot shows a navigation bar with four tabs: 'My Coaching', 'Sports and Activities', 'Officials', and 'Admin'. Below the tabs are two columns of menu items. The right column is titled 'Postseason Manager Options' and includes a sub-item 'District Manager Options' which is highlighted with a red box and a yellow arrow pointing to it.

- My Coaching
- Sports and Activities
- Officials
- Admin

Scheduling

- Schedules
- Calendar
- Calendar Date Items
- Opponent Search
- Open Dates
- Find an Official

Administrative Tasks

- District Entries
- Eligibility Rosters
- Class and District Assignments
- Championship Points
- School To School Reports
- MSHSAA Record Book Submission

Postseason Manager Options

- District Manager Options**

2. Select "District Manager Options" under "Sports and Activities" on the left side of the page. If you have managed other district tournaments, you may need to select "Scholar Bowl." This is the screen you will see:

District Manager Options

- Contact Page
- Completion Summary
- Coach Listing
- Your District Entry: Leeton

Entry Items

- Official Recommendations
- District Rosters
- School Information Summary

Tournament Items

- District Seeding
- Tournament Bracket
- Competitions
- Event Settlement

Overview of Each Feature

CONTACT PAGE: This feature gives you phone numbers and email addresses for each school in your district, and allows you to **send group emails** to a variety of positions (for example the AD and the Scholar Bowl coach). This is the best way to stay in contact with your district schools as you monitor entries and prepare for the tournament.

COMPLETION SUMMARY: This feature allows you to track the entries within your district tournament, and will look like the screen below. You can track the progress of your district teams and determine when it might be appropriate to start contacting them and encouraging action.

[← Back to Summary](#) [Print](#) [Export to Excel](#)

Completion Summary - Class 4, District 1

School Name	Roster	Recommendations
Central (Cape Girardeau) High School	✗	✗
Farmington High School	✗	✗
Jackson High School	✓	✓
North County High School	✗	✗
Notre Dame (Cape Girardeau) High School	✓	✓
Poplar Bluff High School	✗	✗

COACH LISTING: This feature shows you the coaches at each school in your district and what their “status” is. They will show with a RED X if they are unapproved – meaning they have NOT COMPLETED their Online Rules Review. A green check-mark signifies “approved.” Schools with unapproved coaches shall not be allowed to participate in Districts.

YOUR DISTRICT ENTRY: This feature allows you to complete **YOUR SCHOOL'S** district entry – Don't forget to do that!

OFFICIAL RECOMMENDATIONS: This feature allows you to track the official recommendations that the district schools have put in, and the information will look something like the screen below. Officials can be recommended for various levels. You are able to use these recommendations to assist you in securing the required Moderators, Scorers, and Timers for the tournament. When you contact the officials, you'll need to ask what position they feel most comfortable with before assigning them.

Official	Recommendation Level
Pacific ✗ Incomplete	
⚠ No recommendations.	
Seckman ✓ Complete	
Sally Brown 1 W. Oak, Arnold, MO 5555 sally@work.com (555) 666-6666	District Level
Bob Snow 1 N. Maple, Imperial, MO 5555 bob@work.com (666) 555-5555	Regional/Sectionals/Quarterfinals Level
John Doe 1 N. Main, Imperial, MO 6666 john@work.com (777) 777-7777	NOT Recommended

DISTRICT ROSTERS: This feature allows you to confirm that all district schools have input a District Roster of **at least FOUR** students and **no more than TEN**. If there are any questions about the eligibility of a student to compete, you will rely on this eligibility roster. If a student is not listed, he/she should not be allowed to play at the tournament. Here is a sample:

Gideon High School	
Scholar Bowl Roster Limit: 10	
Student	
Armstrong, Kenzie	
Davis, Aleric	
Ferrese, Samantha	
Huckabee, Alyssah	
Lindsev, Ross	

SUBSTITUTIONS: You must be careful when doing substitutions for your District Teams after the deadline. **IT'S EASY TO MESS UP**. Your instinct is to hit the “delete” button to the right of the name – **DON'T!!!** The rule is that you cannot ADD anyone, you can only substitute, so you have to add the NEW name on the SAME SLOT as the kid that is coming OFF. Instructions:

1. Hit “Edit” button at top to edit the list
2. Click on the name of kid that you are removing and highlight it. You can hit backspace to remove it.
3. Type in the name of kid you are adding – if it doesn't show up that kid is not on the regular season eligibility roster – and THEREFORE HE OR SHE CANNOT BE ADDED.
4. When right name shows, highlight and save. The same number of players should be listed there.

SCHOOL INFORMATION SUMMARY: This feature will allow you to access school information easily in order to export school information into a tournament program. Basic school information is pulled directly from our web system into this summary sheet for each school in your district.

Belle High School

Superintendent

Dr. Lenice Basham

Principal

Garrett Haslag

School # - (573) 859-6114

Activities Director:

Meagan Fisher

mfisher@mariesr2.org

Athletic Director

Meagan Fisher

ad@mariesr2.org

Head Coach(es)

Scholar Bowl Varsity Head Coach

Erin Bonham

ebonham@mariesr2.org

(573) 859-6114 work

(573) 263-8054 cell

(573) 859-6114 home

TOURNAMENT ITEMS: These items will be needed only DURING and AFTER the tournament itself.

DISTRICT SEEDING FEATURE: [THIS IS ONLY FOR SEMI-FINALS!!!!]

ATTENTION: Read this section early, but **you cannot do this until AFTER PRELIMS are over** on Saturday, April 15!!!

Scholar Bowl preliminaries ARE **NOT** SEEDED!

This is how the **District Seeding** screen will look when you START the tournament. If there are schools that have notified you that they are not playing, you may hit “withdraw school” and they will show as unassigned (see example of Union High School below).

District Seeding

Scholar Bowl

[Edit Seedings](#) > [Go to Tournament Bracket](#) < [Back to Summary](#)

District Seeding – Class 4, District 5

Seed	School	Season Record	Round Robin Results	Withdraw From Postseason
Unassigned	Union	(0-0)		 Unwithdraw
0	Washington	(54-0)		Withdraw School
0	St. Francis Borgia	(0-0)		Withdraw School
0	Parkway South	(0-0)		Withdraw School
0	Eureka	(0-0)		Withdraw School
0	Pacific	(0-0)		Withdraw School

Schools that are not playing: The only thing you can do before your District Preliminaries are complete is to **remove** any schools not participating in the district tournament or who did not ENTER (click “withdraw” for those).

NOW WAIT FOR PRELIMS TO CONCLUDE - YOU DON'T NEED TO DO ANYTHING ELSE YET!

AFTER PRELIMS HAVE CONCLUDED:

AFTER THE THREE PRELIMINARY ROUNDS: Remove any schools that did not qualify for the semi-finals. Just prior to the semi-finals, you will need to “WITHDRAW” all schools except for the four schools (maximum) that have qualified into the semi-finals. Those four schools are **advanced into Semi’s and seeded** based on:

- a. The Tie Breaking Procedures outlined in the Scholar Bowl Rules Book on pages 13-14 and (Overtime games are handled as per Item H-2 on page 11 of the Rules Book)

As an **EXAMPLE ONLY:**

Step 1: After Prelims conclude, **withdraw** the Schools that have **not** qualified for the semi-finals by clicking on the red “withdraw school” text. Once you withdraw them they will turn green. This process can be reversed if needed.

[Edit Seedings](#) > [Go to Tournament Bracket](#) < [Back to Summary](#)

District Seeding – Class 4, District 5

Seed	School	Season Record	Round Robin Results	Withdraw From Postseason
Unassigned	Washington	(54-0)		Withdraw School
Unassigned	St. Francis Borgia	(0-0)		Withdraw School
Unassigned	Parkway South	(0-0)		Withdraw School
Unassigned	Eureka	(0-0)		✔ Unwithdraw
Unassigned	Pacific	(0-0)		Withdraw School
Unassigned	Union	(0-0)		✔ Unwithdraw

Step 2: Click the “Edit Seedings” button (shown above, top-left) and then drop down boxes will appear.

✔ Save Seedings - Cancel

District Seeding – Class 4, District 5

Seed	School	Season Record	Round Robin Results	Withdraw From Postseason
Select ▾	Washington	(54-0)	<input type="text"/>	Withdraw School
Select ▾	St. Francis Borgia	(0-0)	<input type="text"/>	Withdraw School
Select ▾	Parkway South	(0-0)	<input type="text"/>	Withdraw School
	Eureka	(0-0)	<input type="text"/>	✔ Unwithdraw
Select ▾	Pacific	(0-0)	<input type="text"/>	Withdraw School
	Union	(0-0)	<input type="text"/>	✔ Unwithdraw

Step 3: Put in your (up to 4) seed numbers and click “Save Seedings”

Seeds are based on: The “Seeding” procedures are outlined in the Scholar Bowl Rulebook on page 13

✓ Save Seedings - Cancel

District Seeding – Class 4, District 5

Seed	School	Season Record	Round Robin Results	Withdraw From Postseason
1	Washington	(54-0)	<input type="text"/>	Withdraw School
4	St. Francis Borgia	(0-0)	<input type="text"/>	Withdraw School
2	Parkway South	(0-0)	<input type="text"/>	Withdraw School
	Eureka	(0-0)	<input type="text"/>	Unwithdraw
Select	Pacific	(0-0)	<input type="text"/>	Withdraw School
1	Union	(0-0)	<input type="text"/>	Unwithdraw

Select
1
2
3
4

Step 4: Your screen will look like this; Click “Go to Tournament Bracket”

[Edit Seedings](#) **Go to Tournament Bracket** [Back to Summary](#)

District Seeding – Class 4, District 5

Seed	School	Season Record	Round Robin Results	Withdraw From Postseason
Unassigned	Eureka	(0-0)		Unwithdraw
Unassigned	Union	(0-0)		Unwithdraw
1	Washington	(54-0)		Withdraw School
2	Parkway South	(0-0)		Withdraw School
3	Pacific	(0-0)		Withdraw School
4	St. Francis Borgia	(0-0)		Withdraw School

Step 5: The next screen will look like this. As the directions indicate, you must confirm seeds and then click “create tournament.”

Class 4, District 5 Tournament

⚠ Tournament Bracket Not Created

The seeding for this district has been completed, but the tournament bracket has not yet been created. Please review the current seeding to make sure it is correct and then click "Create Tournament Bracket".



Current Seeding

Seed	School	Season Record
1	Washington	(54-0)
2	Parkway South	(0-0)
3	Pacific	(0-0)
4	St. Francis Borgia	(0-0)

Step 6: On the next screen you will input the DATES and LOCATION of the tournament: (APRIL 9, 2022 is the District date) [ALL TOURNAMENTS MUST PLAY THIS DATE]– put this date in the “from” and “to” box). Finalize and save this information.

Scholar Bowl Tournament Bracket

Class 4, District 12 Tournament

Tournament Dates:  to 

Location:

Street Address

City State

Zip Code
 -

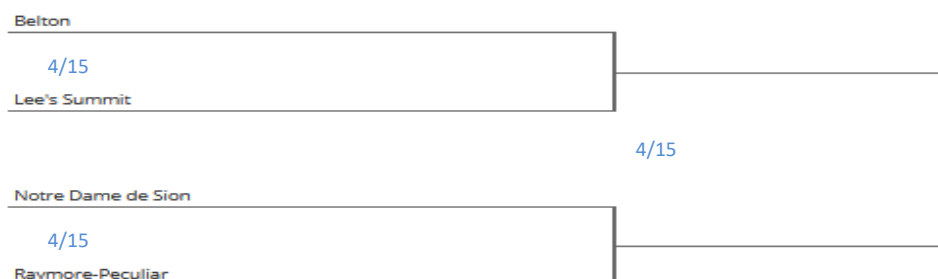
Step 7: Your tournament bracket will then appear. The screen will look like this. If this looks correct, then click the “back” button and to will go back to your “administrative options” page.

Class 4, District 12 Tournament

Tournament Dates: 4/15/2023
Location: HS
address
City, MO 64644

[Edit Tournament Details](#)

Tournament Bracket

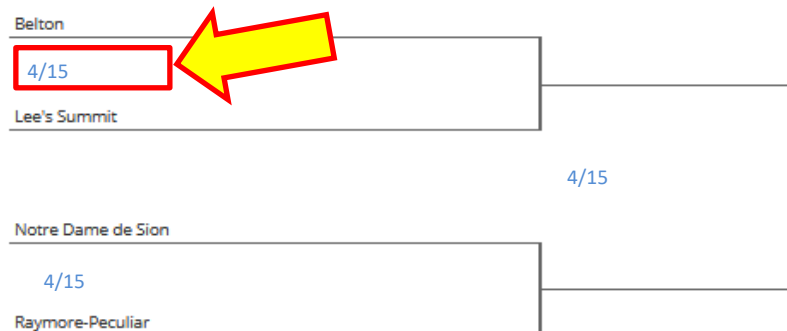


TOURNAMENT BRACKET FEATURE: This is the **RESULTS feature TOO**. This feature on your “Manager’s Options” screen is the tournament bracket, which you have just created. This is where you will finalize the **results** of SEMI-FINALS and FINALS. This is the only spot where you will need to report results. These results will be visible to both the public and MSHSAA for Quarterfinal preparations.

Results Feature – lies within the “Tournament Bracket”

Step 1 – Click on the BLUE DATE in the three locations where it appears. You will be able to put in the game time on the following screen. Once the games are complete, you will be able to put in the winner and score.



Tournament Bracket



WHEN YOU CLICK ON THE DATE, you'll get this screen: Complete the information and **SAVE**. The accuracy of the game time is important! **Semi's are at 1pm; Finals are at 2pm!**

Class 1, District 9 Tournament

Game Details



Home Team: Atlanta
Away Team: Mercer
Date: 4/15 
Start Time: 1 : 00 PM 
Location Type: Facility Custom
Location: HS
Street Address: address
City: City State: MO
Zip Code: 55555 -

Step 2 – Put in the results: **AFTER** the game takes place, you will be able to click on **THE DATE** of the game (in blue on the bracket) and you will have results boxes (shown below). **THESE WON'T APPEAR UNTIL THE GAME TIME IS OVER.** Put in the **score** of each game. Do the same for the final game.

Game Details [Edit Game Details](#)

Home Team: Washington
Away Team: St. Francis Borgia
Date: 4/15/2023
Start Time: 1:00 PM
Location: Host School Name
Address, City, MO 65656
Location Notes:

Outcome Details [Edit Score](#)

Varsity Scholar Bowl:	F
 Washington	250
 St. Francis Borgia	180

Box Score

Step 3 – Put in the final game score and you are DONE with the online results.

[Edit Tournament Details](#)

Tournament Bracket

1 Poplar Bluff	200	Poplar Bluff	200
Apr 15 @ 1 pm		Apr 15 @ 2 pm	
4 North County	150	DeSoto High School	
2 DeSoto	150	DeSoto	250
Apr 15 @ 1 pm			
3 Farmington	100		

[Reset Tournament](#) [Edit Seeding](#)

EVENT SETTLEMENT: The last feature on your “Manager’s Options” screen is the Event Settlement. This is how you will file your financial report for the district tournament. **Refer back to Section 4, FINANCIAL INFORMATION, to review the stipend information, which is the basis for this feature.**

Tournament Items

- District Seeding
- Tournament Bracket
- Official Contracts
- Event Settlement

FINANCIAL REPORT FEATURE

Click on “Event Settlement”. The (up to) four schools that played in the semifinals will be pre-populated as participating because they appear on the bracket. We need to know about the rest of the district schools:

- Did they participate?
- Did they withdraw?
- Did they enter and then “No Show”?

Read the descriptions of each category and put the dot in the proper column.

i Instructions

Participated: The school attended and participated in the District Tournament.

Withdrawn: School completed an entry, but contacted District Manager in a reasonable amount of time (at least a week prior) and withdrew.

No Show: School completed an entry, but did not participate and did not communicate their non-participation in a reasonable amount of time to the District Manager (notified less than 7 days prior or did not notify at all).

School	Participated	Withdrawn	No Show
Central (Cape Girardeau) High School	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DeSoto High School	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Farmington High School	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jackson High School	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
North County High School	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poplar Bluff High School	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

 **Submit**

PLACE A DOT IN THE APPROPRIATE COLUMN NEXT TO EACH SCHOOL: After filling in all of the dots to correctly identify every school’s role in the tournament, please click the **SUBMIT** button and **YOU ARE DONE**. If you have not asked for volunteers, you will need to pay workers immediately after the tournament. Use the budgeting suggestions in Section 4. MSHSAA reimbursement will go to the school – we do not pay individual workers. You can expect reimbursement within about a month after the tournament, and we will try to process it sooner than that.

This concludes your **ONLINE** responsibilities for the tournament. Please review the “to do” list on **PAGE 8** one last time – there are a couple of other items to complete. **THANK YOU** for all of your work and time.