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Oregon Battle of the Books Regional and State Manager Manual 2025-2026

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This document is intended to provide resources to assist Regional and State Tournament Managers in organizing their competitions. It is important for Regional Managers to follow standard procedures across the state. Only the handouts included in this manual, or documents received from Regional Manager Mentors, should be distributed to participants and volunteers.

All information included in this manual is consistent with the
Official OBOB Handbook 2025 – 2026

There are documents in the Official OBOB Handbook that are not in this Regional and State Manager's Manual. They include: General Player and Team Rules, OBOB Regions by County, What's New in 2025 and 2026, Student Participation Clarification, OBOB History and Organizational Structure. Please read the Handbook if you are unfamiliar with these topics.

For more information and resources, visit our website:

[Oregon Battle of the Books](https://www.oregonbattleofthebooks.org/)

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Contacts for Regional Managers

The Regional Manager Mentor for your division **will be your primary contact** throughout your planning process. Other email addresses listed below will assist you with your budget and expense reimbursement, official question sets, insurance, and requests for students and audience members in need of accommodations. **Please add these to your contacts so messages received do not go to Spam.**

For Assistance

The OBOB Executive Board includes two Regional Manager Mentors. These positions were created to assist Regional Managers with questions and to help troubleshoot unexpected circumstances; please be sure to contact them with questions and concerns.

3–5 Regional Manager Mentor: Thomas Moll – obob3to5managermentor@gmail.com

6–12 Regional Manager Mentor: Treasa Street – obob6to12managermentor@gmail.com

OBOB Finance Chair: Isabel Johnson – obobfinancechair@gmail.com

OBOB Question Editor: Ken Randall – obobquestioneditor@gmail.com

OBOB Administrative Chair: Christy Sander – oboblsta@gmail.com (accommodations)

OBOB Administrative Vice Chair: Emily Louwsma – obobvicechair@gmail.com (registration)

OLA Association Manager: Shirley Roberts – ola@olaweb.org (*Contact for Certificate of Insurance ONLY*)

*If you have questions about your school level program, please contact your Site Coordinator. Please refer to this Regional Manager Manual and the Official OBOB Handbook before sending any emails to Executive Board Members. If you do not find the information necessary in these documents, please reach out to your division level Mentor for assistance. Other members of the Executive Board will be in touch with you as needed.

Welcome!

To everyone serving as Regional and State Managers, all Planning Committee members, as well as all other volunteers helping orchestrate Regional and State Tournaments, we thank you for your time and hard work!

NOTE: Please read the Regional Manager Manual (RMM) in its entirety. We will provide all of the information/material needed to run a successful tournament. If you have read through the RMM completely and still have questions, please do not hesitate to reach out to your Regional Manager Mentor (above) for guidance. Thank you for helping to make the Oregon Battle of the Books program a wonderful success.

Two Disclaimers: 1) *This document applies to both Regional and State Tournament Managers, however, we only refer to Regional Tournaments and Managers unless there is a difference in the protocol for each Tournament.* 2) *In addition, many recommendations are based on digital tools and resources that are commonly used. If you do not have access to these tools, you may request alternate resources.*

Planning A Regional Tournament

The Regional Manager is responsible for organizing and planning the Regional Tournament and **must** adhere to all Tournament Rules outlined in the official OBOB Handbook. However, since every Region varies by size and physical distance between participating sites, the guidelines below may need to be adjusted. Reach out to your division level Regional Manager Mentor if you need help.

Logistics

Site Selection and Preparations

Selection: Choosing a location for the Regional Tournament is your first task. Unless you are struggling to find an adequate site you should not contact your Site Coordinators or Coaches until a location and date are made official. If you are struggling to do so you should then introduce yourself and ask for suggestions from your Site Coordinators (they may have the perfect location!). If you are a Site Coordinator for your local tournament, then the school or public library you are currently volunteering at may be the location you choose to host your Regional Tournament, as well. Whatever location you choose, make sure it is able to accommodate the size and needs of your Regional Tournament using these guidelines:

- Available on the date you've selected to host your tournament, *as well as on the afternoon or evening beforehand for set up.*
- Rooms:
 - Battles: This is explained in detail, including scheduling for smaller sized Tournaments, in the [Pool Play](#) section of this document.
 - Headquarters: Where will *you* be? It is important that you have a space to be organized away from the crowds, and where you can be located if need be. This can be a separate classroom, conference room, or the library in a school. Your Battle Officials will be in here when they are not working (e.g., training, lunch, bye rounds).
 - Score Room: Some Regional Managers want a separate room for score tracking to maintain privacy and to help prevent errors. Runners will deliver Official Scoresheets directly to this room, if used. If the Regional Manager is in charge of tracking the Official Scoresheets, you won't need a separate room from your headquarters.
- Common Area:
 - A place to eat and relax for teams and guests while they are not in battles. This is where they can talk freely, eat lunch, meet students from other schools, and await results from Pool Play. A Cafeteria, Commons, or Gymnasium are all good places to choose. **The space needs to legally hold the maximum number of attendees you expect to have.** Request this information from the site.
- NOTE: Taking Care of the Site
 - Most sites will allow you to use only the specific rooms you have requested. Do not allow attendees to go places you have not reserved.
 - If possible, request fee waivers for charges beyond custodial fees.

Preparations: Since every site and tournament are different, you may not need to use everything listed below. These are common things to consider.

- Confirm which rooms you will use with the facilities manager of the site (a custodian or building manager, etc.). Give them an exact list of facilities you will need: where tables should go, projectors, microphone, rooms unlocked, alarm codes if needed, etc.
 - If it is not your place of work, visit the site before reserving it to finalize your layout and needs. Do another walkthrough of the building shortly before the Tournament to confirm you have everything you need.

- Give them your schedule. They will want to organize their own setup and cleaning procedures based on when you will be using the building.
 - This includes your setup time the day/night before. Plan your schedule based on the building's restrictions. (i.e., some sites charge extra for a building to be open past a certain time. Get setup done within the normal building hours, if possible.)
- Find out about ADA access: entry (flat or ramps) and elevators. If none are available, request coaches to notify you if they need their team to stay on the ground floor. If the only way into a potential site is by climbing steps, you should not use it.
- Plan which rooms you will use as strategically as possible. The distance between rooms can be confusing if teams are changing floors and Runners may not get scoresheets delivered in a timely manner if the HQ room is far away. You will be limited based on the building's configuration, so do the best you can.
- Make a site map to include in both Moderator and Coach Packets.
 - Many sites can provide a pdf of their building layout if you ask.
 - Making large maps to display throughout the Common Area is also very helpful but may not be realistic. It is recommended to find a volunteer to make them and/or post them on a website.
- Directional Signs are very helpful if you are using a large event space. (i.e., Community or Civic Center, a large high school or middle school building with multiple wings/buildings. etc.)

Insurance

Now that you have your site and the date for your tournament is set, **it is mandatory for liability purposes that each Regional Manager obtain a Certificate of Insurance.** One will be provided at no cost to you through the Oregon Library Association (OLA). Here is the request form:

<https://ola.memberclicks.net/obob-certificate-insurance>. It may take up to 14 days to process, so please do this early. Once the insurance carrier creates the Certificate of Insurance, it will be emailed to the Regional Manager, or other volunteer tasked with submitting the request. **It must be present at the Regional Tournament.** If you have questions, contact Shirley Roberts, OLA Association Manager, at ola@olaweb.org.

Budget Guidelines & Reimbursement Requests

Budget

OBOB provides reimbursement for approved expenses for Regional Tournaments that need funding. Actual expenses will vary depending on location (e.g., some buildings/school districts waive all fees for OBOB's building use, some schools/public libraries donate supplies and/or printing costs, etc.).

- **One thousand dollars (\$1,000) is the general spending ceiling for each Regional Tournament.** If this is a concern, consider negotiating fees, ask for donations, or fundraise to try keeping costs as reasonable as possible.
- OBOB relies on prudent spending to keep costs low to maintain their ability to provide Book Grants to schools and public libraries in need. If you anticipate exceeding your budget, please contact the OBOB Finance Chair to make arrangements: obobfinancechair@gmail.com

Purchases - Below are common items you may need for your tournament. Save original invoices and receipts. You can see a more comprehensive purchase list in the Appendix.

Question Sets Manilla Envelopes 10x13 (packets) Manilla Envelopes 4x6 (questions) Colored Markers Dry Erase Markers Pencils Rubber Bands	Pens Sticky Notes Name Badges Holder (optional) Name Badge Insert (optional) Lanyards (optional) Name Badges (stick-on) Red dots (red 1/4") -no photos	White Cardstock - name tents Printer Paper (reams) Blank Mailing Labels Paper Clips (small & large) Refreshments for Volunteer Breakfast/Food
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Reimbursements

- Acceptable reimbursements include: building rental, custodial fees, stationary supplies, copy/print charges, volunteer refreshments and (small) appreciation mementos for your volunteers.
- Unacceptable reimbursements include, but are not limited to: refreshments for *students and coaches*, author visits, face painting, balloons, photo booths, bouncy houses or other forms of entertainment. If you want to provide these, seek funding from your organization.
- Reimbursement requests are due within 2 weeks of your Regional Tournament date.
 - Include your Region number and Division level on your form.
 - Reimbursements must be submitted on the correct [Expenditure Request Reimbursement Form](#) found in this manual.
 - Receipts for all claimed expenses must be included.
- Try to submit only one (1) form per Regional Tournament. Multiple forms and/or multiple submitters may delay your reimbursement.
- Requests are typically processed within 2 weeks of receipt of a completed reimbursement request. You will be contacted if items are missing.

Budget/Reimbursement questions: Contact the OBOB Finance Chair: obobfinancechair@gmail.com. Please allow 72 hours for a response.

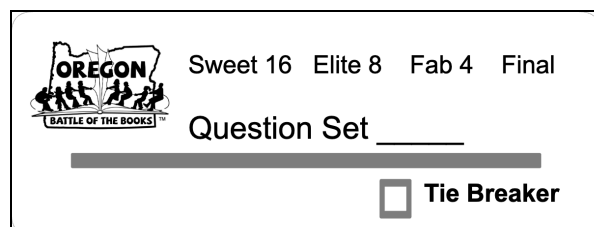
You may fill out the paper Expenditure Reimbursement Request Form (ERRF) and mail it with original receipts to the OBOB Finance Chair, scan it and all receipts and email them, or you can use an electronic form to be sent to you by the Finance Chair. Attach scanned copies or photos of your receipts.

Preparation Timeline

You will usually have two - three months to plan the Regional Tournament, but shorter timelines are easy to accommodate. The timeline below only includes the order of tasks to be completed with asterisk (*) indicators before items that are time sensitive.

- * Select a tournament location and reserve specific rooms for all of your tournament needs and set a date by the Friday before MLK Jr. weekend
- * Apply for Insurance - at least two weeks prior to the tournament date, but early is better.
- Recommended: Set up spreadsheets to help you keep information organized and at your fingertips. You can combine spreadsheets into one file if you want all of your info in one place. This is highly recommended if you have access to Google Apps or Microsoft Office Suite.
 - Currently, there is a Google App version available to copy with other versions coming in the future..
 - Copy the schools in your Region into the spreadsheet and sort alphabetically. These can be found on the OBOB website.
 - Make final adjustments when individual school participation is confirmed.
- Create or Copy these forms and customize them to your Region, Division, Date, and Location. (MAKE A COPY. DO NOT USE THESE FORMS.)
 - [Team Qualification for Regional Tournament](#)
 - [Volunteer at my Regional!](#)
 - [Request for Special Accommodations](#)
- *Send an introductory email to your Site Coordinators with logistical information and links.
 - Set a deadline for Site Coordinators to fill out the Team Qualification Form for their location's championship team to represent their school or public library at Regionals (recommended two weeks prior to the Regional Tournament unless you have an early tournament date, are experienced, or your region is small and manageable). You can be flexible with individual sites that need an extension within reason.

- Begin recruiting volunteers
 - Recommended: Start by enlisting at least one person to help coordinate volunteers for setup and clean up, packet stuffing, printing (not question sets), and making displays. Depending on how many volunteers you get, you can expand their tasks.
- Email Coaches as their teams qualify for the Regional Tournament with info and links (as applicable)
- *Send Question Sets to a printer using the printing guidelines included with them two weeks before your tournament date.
- Forward Requests for Special Accommodations to the OBOB Administrative Chair with supporting documents. Print cards on card stock and write any instructions for the Moderator neatly.
- **Purchase any supplies you need several weeks in advance**
- Print items needed for Coach and Moderator Packets, and well as labels (see Printing List)
- Organize a schedule for Pre/Post-Tournament Volunteer Tasks
 - Packet Stuffing (1 week before)
 - Bring completed packets with you on the day you set up
 - Make official name badges for battle officials and yourself
 - *It is helpful to print out labels for yourself, Moderators, Official Scorekeepers, Timekeepers (if they are your volunteers and not travelling with a team), and Runners, as well as generic "Volunteer" badges to attach to lanyards. This will help set your team of volunteers apart so guests know who they are.*
 - Set Up Battle Rooms (afternoon/evening before the tournament)
 - Have someone draw scoresheets on an empty space on a whiteboard or chalkboard.
 - Have the setup crew take a picture of each room before they turn it into a battle room for easy restoration
 - Common Area, etc. (afternoon/evening before the tournament)
 - Put up directional signage, maps, schedules, the OBOB Donation QR Code, and the Student Popular Vote QR code.
 - The Check-In Table is usually at the entrance to this area, but may be elsewhere based on your building layout and needs.
 - Bring refreshments for Volunteer Breakfast (coffee, bagels, fruit, etc...)
 - Post: Cleanup (as rooms/common areas are no longer needed)
- Contact your local media outlets* (see Public Relations below)
- Confirm with the Custodian or Facility Manager: schedule, battle rooms, headquarters, scorekeeping room (if using) opening ceremony location (if different from common area), common area(s), facility needs (tables and seating in common area, Volunteer Training room, restrooms, elevator, etc.), get access to building technology, if available, or make arrangements otherwise, confirm building restrictions (no access to certain spaces, other events going on, etc.), ADA options, location of defibrillator(s) and fire extinguishers, have a copy of the site's emergency evacuation routes (if not posted) and any safety information you should be aware of, including an emergency contact number.
 - Finalize your site maps for printing after a final meeting with the Facility Manager/Custodian
- **Prepare Question Sets in Labelled Envelopes**
 - Labels include: round, question set (A-M, or X), tie breaker, and room number, if needed.
 - *Clearly label Rounds (individually: Sweet 16, etc) since moderators **must** read the questions in order.*
 - Recommended: Use mailing labels with a free template. This example is from avery.com where templates can be made and printed for free.



- Follow all instructions sent by the OBOB Question Editor for preparation and use.
- Maintain security for competition questions. **You can't ask a volunteer to handle them.**
- Moderators should be given all 6 question sets needed for both rounds of Pool Play after Volunteer Training.
 - Give them the correct question sets for each Bracket Round they will be running right before Brackets begin.
 - NOTE: There are two sets of questions for each Bracket Round (for example, G & H). ONLY the first set (G) should be used. The second is in case you need to break a tie.
- Determine which Moderators will stay past Pool Play, into Bracket Battles, and who will run the Final Battle(s).
 - Your most experienced Moderators should handle the semifinal and final battles.
- Set up the Tournament Site the day before the tournament!

Public Relations

Some Regional Managers may invite local dignitaries or celebrities to make an opening statement, to read questions, or just to observe. Don't be shy about asking, they love to be seen at this type of event. School board members and members of outreach teams from your local public library may be very interested in attending. However, this is optional.

Contact local media outlets to arrange for publicity for the Regional Tournament. Prepare press releases about the tournament. For a sample press release, see page 50. (Also see "How to Manage Public Relations" in the Official OBOB Handbook)

Some Regional Managers have invited an author to appear at the tournament. An author presentation and/or book signing might be a good event to plan while scores are being tallied prior to bracket play. There is no room in the budget to pay for an author's appearance at the regional level, however, so coordinate this with your local school district, public library, or a local bookstore. (A local bookstore may also be able to bring books on the next season's title list to sell.)

Volunteers

Planning Committee (strongly recommended, but optional)

Ultimately, all tasks are the responsibility of the Regional Manager who oversees all volunteer activities. However, we recommend recruiting at least one other adult to help run the Tournament, if possible. Volunteers who would like to help you check items off on your to-do list can be given any number of the tasks. Here are some examples:

- Recruiting more volunteers (moderators, scorekeepers, runners, packet-stuffers, setup or clean up crew, etc.)
- Website/Online Information, *optional*
- Technology (if you need a tech savvy person to assist before or during the tournament)
- Snack Bar (PTA/PTO/PTSA can head this at many locations, but is optional and flexible)
- Printing
- Packet Preparations (Moderator and Coach)
- Creating Displays (directional signage, maps, schedules, etc.)
- Official Scorekeeping (in a scoreroom for entire tournament - pool play and brackets)
- PR/Photos
- Awards/Recognition
- Breakfast and/or Volunteer Refreshments
- Setup (battle rooms, check-in table, volunteers training room, common area, etc...)
- Cleanup (close battle rooms and clean common areas as they are no longer in use.)

Battle Officials

The following are the required roles for a battle to be officiated. These positions work collaboratively to provide a fair and enjoyable battle, however, only the Moderator and Official Scorekeeper must be provided by the Regional Manager (RM). The Timekeeper and Unofficial Scorekeeper can be Coaches or parent volunteers who travel with their teams. If you have enough volunteers who are not associated with a team, Timekeepers can be assigned to rooms by the RM, as well. If you are unable to meet your volunteer recruitment needs, reach out to your Regional Manager Mentor as soon as possible.

Moderator - 1 per battle room

- Attends Volunteer Training
- Reads questions and awards points to teams who answer correctly.
- Takes notes on the question cards of incorrect answers and points as an official record.
- Checks that the scores recorded by the Scorekeepers are accurate.
- Guides the audience and teams through every aspect of fair play.
- Acts as the final authority for all decisions.

Official Scorekeeper (paper scoresheet) - 1 per battle room

- Attends Volunteer Training
- Partnered with a Moderator in a battle room and will usually stay with them until that room is no longer needed.
- Responsible for filling out the Official (paper) Scoresheet that is an official record for the OBOB tournament.
- Will ensure that the Official Scoresheet is filled out accurately, including being initialed by the Spokesperson from each team, and confirming challenges have been offered.
- The Moderator may request input in unusual situations regarding an answer or rule from the Official Scorekeeper.

Timekeeper - Coach or assigned volunteer

- May attend Volunteer Training if they are not a Coach or parent.
- The Timekeeper starts a digital timer on their phone for 15 seconds after each question is read, and two minutes in the case of challenges.
- A Regional Manager may recruit Timekeepers from coaches traveling with their teams.

Unofficial Scorekeeper (display) - Coach or parent (any)

- The Unofficial Scorekeeper is usually a Coach who will keep the score on a whiteboard, chalkboard, or chart paper hung in a place where the teams and audience can see.
- They may quietly confer with the Official Scorekeeper between questions for accuracy.
- Their scores will be checked as an initial confirmation that the official scores are accurate, but they are not themselves official.
 - A dispute between the two scores will be resolved by the scores on the question cards kept by the Moderator.

Runners - Minimum of 1 per hall or for every 2 or 3 battle rooms (if located near each other)

- Attends Volunteer Training
- Runners are volunteers stationed in the hallways outside of battle rooms. Their job is to take the official scoresheets to the person keeping score totals for the tournament.
- They cannot share the scores with anyone other than the Moderator, Regional Manager, or the records keeper, if there is one keeping track of the tournament scores.
- Students make great runners, as do the non-competing OBOB-age children of your adult volunteers.

Team Organization and Participation

Prepare a list of participating schools in your region received from the OBOB Administrative Vice Chair after registration has been finalized. School names, Site Coordinators, emails, etc., can all be found on this spreadsheet. Check your region's registered schools for accuracy. Though unlikely, there may be errors to resolve prior to the Regional Tournament.

Initial Email to Site Coordinators

Prior to Local Tournaments beginning, introduce yourself and **request a confirmation response from each Site Coordinator**. Doing so helps with planning the tournament with a definite number of teams and ensures that you have the correct contact information for each site. (It is sometimes necessary to call a Site Coordinator if you don't get a response.) This email will contain information regarding the Regional Tournament date and location, instructions for confirming team participation, and any tasks to be completed prior to the Regional Tournament. See the list below:

- Date, time, and place of tournament
 - Include the date and location of the State Tournament as well.
- Exact address of tournament
- Qualification Deadline for teams to compete at the Regional Tournament
 - NOTE: This is typically two weeks prior to the Regional, but we try to be flexible within reason.
 - This will be confirmation that they WILL attend, so team member and coach names are required
- Tentative schedule
- Pool Play round start times
- Links to:
 - Rules and Procedures in the OBOB Handbook
 - Team Qualification for Regional Tournament Form
 - Parent and Student Good Sportsmanship Contract
 - Coach Expectations and Responsibilities Contract
 - OBOB Handbook
 - OBOB Website
 - Your OBOB Tournament Website, if using
- Reminder to bring a set of books (in closed bag, tote, or box)
- Request cell phone numbers for coaches to facilitate communication during the event
- Parent and Student Good Sportsmanship Contract - Each team member and parent must complete one to compete at the Regional Tournament
- Coach Expectations and Responsibilities Contract must be completed for each official coach

Coach Communication

Once the Site Coordinator submits the Team Qualification for Regional Tournament form, you will begin communicating with the Coach(es), as well. Send a standard reply to all Coaches welcoming them shortly after receiving their team's qualification form and include the following items:

- Date, time, and place of tournament
- Exact address of tournament *with* directions from different directions (N,S,E,W)
- Any specific information about the tournament or location they need to know.
 - Parking options, any restricted areas, lack of or available ADA access, etc.
- Food or Snack options available, if any
 - Please remind coaches to ensure that every student on their team has food and water available. If this is a financial burden for a student or team, ask them to respond with their needs.
- Tentative Tournament schedule
 - Pool Play Rounds 1 & 2 start times

- Bracket Battles (Knockout Rounds) start times
- Links to:
 - Rules and Procedures found in the OBOB Handbook
 - Coach Rules and Responsibilities (General and In Tournament)
 - **ACCOMMODATIONS REQUEST:**
 - Request For Special Accommodations Form with submission deadline (2 wks prior).
 - Must have IEP, 504 Plan, Medical Record or Letter From Doctor. They can ask their Site Coordinator for assistance, if needed. Send any questions to oboblsta@gmail.com.
 - Parent and Student Good Sportsmanship Contract
 - Coach Responsibility & Expectations Contract
 - NEW: Let coaches know that their role is more clearly defined. They will be responsible for communicating audience behavior expectations to any guests travelling with their team ahead of time and may be asked to help diffuse unwanted behavior that may occur during battles.
 - OBOB Handbook
 - OBOB Website
- Reminder to bring a physical set of books in a closed bag or tote.
- Confirm cell phone number(s) for Coach(es) in case needed on Tournament Day.
- Copy and paste of "What's New?" section in the OBOB Handbook

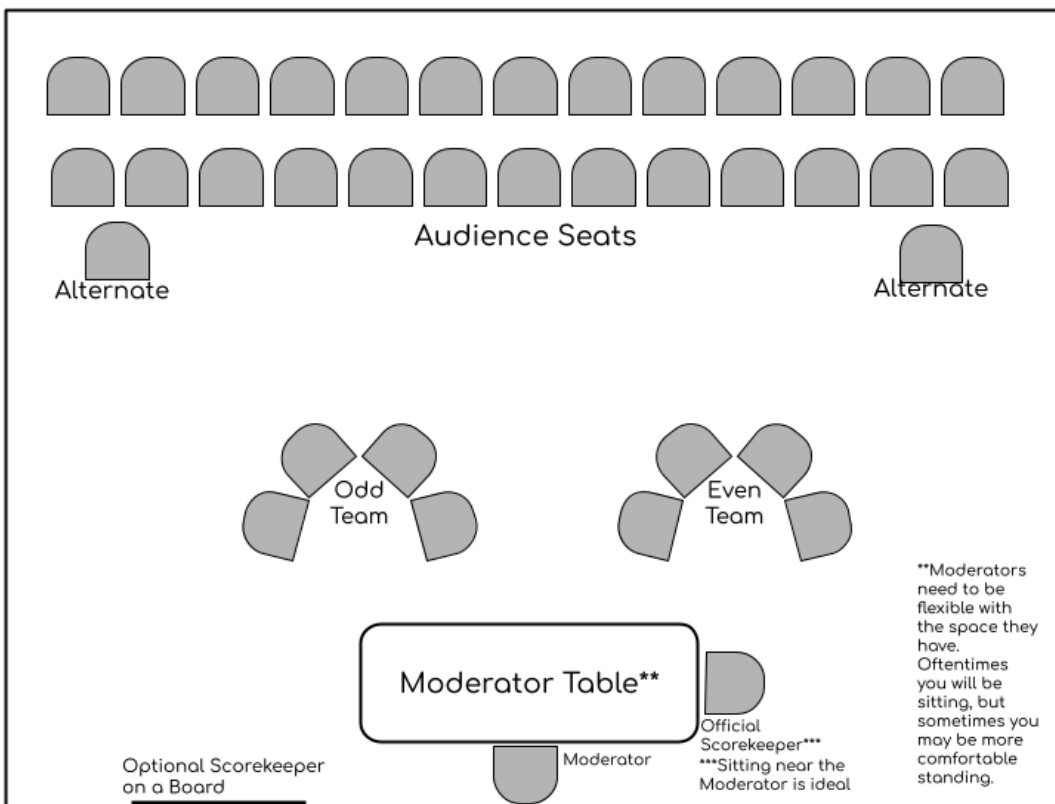
Further communications should be sent to both Coaches and Site Coordinators.

Setting Up For Tournament Day

Battle Rooms: Setting up battle rooms is not always straightforward given space constraints at different locations. Ideally, a battle room will allow the Moderator, Official Scorekeeper, and teams to have a separate space that is easily observed by the audience and other battle officials. Sometimes you will not be able to provide a desk or table for the Moderator. In that case, make sure a Moderator who is okay to be on their feet is assigned to that space. The Official Scorekeeper should still be able to sit, but may need to use a clipboard. Here is an ideal battle room setup (also found in the Moderator Guide):

Ex. of Battle Room Setup*

*Please be respectful of the classroom space you are using. Remind the teams/audience not to leave trash behind, and do not move anything on a teacher's desk/cabinets, bookshelves, or erase/draw on the boards.



Headquarters: A school library or conference room make excellent headquarters, but you can use any space that is private and large enough. This should be where battle officials can relax when not running battles, where all volunteers can eat their lunches, where Question Sets are kept, and where the Regional Manager is stationed. Ideally you can also hold Volunteer Training here as well. You can use a separate space as a scorekeeping room if you want, but it should be close by or attached in some way.

Check-In Table: The check-in table needs 1-4 volunteers. They will check in the rest of the volunteers first, then teams as they arrive. Station the table near the entrance and/or at the entrance to the Common Area. If not at the main entrance to the building, use directional signs to route volunteers and attendees to the correct location.

- **Supplies Needed:**

- Coach Packets in alphabetical order by school
- Moderator Packets in alphabetical order (first or last name)
- Master Spreadsheet (digital or physical) with all volunteer and team information
- Parent and Student Good Sportsmanship Contracts for students and parents who have not completed them
- Coach Responsibility & Expectations for Coaches who did not complete theirs in advance
- Pens/Pencils (all Contracts are to be filled out in pen)
- Red Dots for students who cannot be photographed
- Extra Name Tags
- Site Maps
- Pool Play Schedules
- QR Code for Donations to OBOB
- QR Code for Tournament Website (if using for scores and schedules)
- Tournament Rules and Procedures
- "Please Return" Signs and baskets

Running a Regional Tournament - Day Of

Check-In Table: (1-4 Volunteers)

The Check-In table should be manned 1 ½ hours prior to the Opening Ceremony when Volunteers can start checking in.

- **Volunteer Check-In**

- Volunteers check in at the Check-In Table.
- Follow directions to the location for the Volunteer Breakfast and Training.
- Training begins 1 hour prior to the Opening Ceremony with breakfast/refreshments available 30 minutes beforehand.

- **Team Check-In**

- Begin checking in teams 1 hour prior to the Opening Ceremony *after* Volunteers.
- Teams cannot check in until all members are present. (see below for exception).
 - If a coach has two teams, it may be necessary to have another adult check in a team. If the Coach of Record is unexpectedly unable to attend, another adult can swap with them. They need to provide correct contact information at Check-In.
 - If a student is planning to arrive late, notify the Check-In Table volunteers so the rest of the team can check in. The remaining student(s) must still check in when they arrive.
- No student may participate who was not included in the Team Qualification for Regional Tournament Form submitted by their Site Coordinator in advance (i.e., they cannot swap out players due to illness or scheduling conflicts on the day of the tournament).
- Have Coach(es) confirm that their name, email address, and cell phone numbers are accurate.

- NOTE: Remind Coach(es) to keep an eye on their cell phones in case the Regional Manager needs to get in touch with them.
- Verify school names against your Spreadsheet.
- Confirm students who have requested to opt out of photography and provide red dots for their name tags.
- Confirm any Request for Special Accommodations that were pre-approved. Give the Coach the Pre-Approved Accommodation Card. Instruct them to show the card to each Moderator when they walk into a battle room.
- Confirm that all team members have submitted digital or signed copies of the Parent and Student Good Sportsmanship Contract in advance. If not, provide them with paper copies to complete before receiving their Coaches Packets. They will not be checked in until they have submitted these.
- Confirm that the Coach has signed their Coach Responsibilities & Expectations Form.
- Direct teams to the Common Area to wait for the Opening Ceremony to begin.

Opening Ceremony

Gather teams and parents in a Common Area for the Opening Ceremony.

To-Do:

- Introduce yourself and any other key parties (e.g., a core volunteer team that helped run the tournament).
- Recognize all students' achievements for representing their schools at the Regional Tournament. Acknowledge what they have already accomplished, wish them luck for the tournament, and remind them to celebrate each other's successes and support one another through disappointment.
- Thank appropriate parties: parents and coaches for all of their hard work, the site for hosting the tournament, volunteers who made significant contributions to planning the tournament, all volunteers for making it happen, any special guests or dignitaries.
- Read the *Disclaimer*
- Read the *Purpose of OBOB*
- Add, "Thank you to the Oregon Library Association and the Oregon Association of School Libraries for grant funding and the OBOB Executive Board for organizing the annual OBOB State Tournament."
- Say, "Based on the number of teams in our Regional Tournament, we will be sending (1, 2, or 3) teams to the State Tournament on April ___."
 - NOTE: If you are sending more than one team to State:
 - Say, "During Bracket Play, the "Round-To-Go," or the Battle that will determine which teams will advance to State, will be the Semifinal round, which will have 32 questions. The Final round will determine the winner of this Regional Tournament and will have 24 questions."
- Optional: Give this good sportsmanlike speech by OBOB Executive Board member, [Heidi Pramuk](#). It's very sweet and helps to set a good tone for the day.
- **Questions**
 - Optional: Allow students (only) to ask questions before being dismissed (limit to five minutes).
- **Confirm**
 - Every team has a copy of the Pool Play schedule and Site Map in their Coach's Packet.
 - They have made the table tent with their School Name on it.

Send them to their Battle Rooms!

Tournament Structure

Tournaments are divided into two portions: In the first portion, each team will play in four Pool Play battles against four separate teams. The 16 (8 in smaller regions) top scoring teams will advance to the single-elimination bracket rounds for the second portion. These knock-out battles will narrow down the teams until there is only one Regional Champion. Depending on the size of your tournament, you may be sending more than one team to the State Tournament.

Pool Play

To set up two rounds of Pool Play, use the schedules provided in this Manual. Each Pool Play round (three battles) will last up to 60 minutes, and there are no tie-breakers. In two divisions, 3-5 and 6-8, teams may not steal points, which makes the battles go more quickly. **See the Official OBOB Handbook for a full description of the battle procedures.** In every scenario all teams will play in two battles.

- **Easy Math:** If your total number of teams at the tournament is divisible by three, (12, 15, 18, etc.) room assignments are simple.

- **Room 1**

- 9:00 Team A vs. Team B

- 9:20 Team B vs. Team C

- 9:40 Team A vs. Team C

- **Indivisible (by 3):** If the total number of teams is **not** divisible by 3, then several teams will compete between two rooms rather than staying in one for a whole round. Below are the battle room configurations you will use in either possible scenario. Be sure that these teams are assigned to rooms that are close to each other to facilitate switching and to help eliminate confusion.

- **Plus 1:** Schedule for Pool Play with one additional team (divisible by 3 plus 1 extra team - e.g., 19). You will set up two coordinating rooms with two teams each (one team from each room will switch after the first battle).

- **Room 1**

- 9:00 Team A vs. Team B

- 9:20 Team A vs. Team C

- 9:40 Bye (no battle - teams return to common area or wait at next battle room)

- **Room 2**

- 9:00 Team C vs. Team D

- 9:20 Team B vs. Team D

- 9:40 Bye (no battle - teams return to common area or wait at next battle room)

- **Plus 2:** Schedule for Pool Play with two additional teams (divisible by 3 plus 2 extra teams - e.g., 20). You will set up two coordinating rooms with three teams in Room 1 and two teams in Room 2.

- **Room 1**

- 9:00 Team A vs. Team B

- 9:20 Team A vs. Team C

- 9:40 Team E vs. Team C

- **Room 2**

- 9:00 Team D vs. Team E

- 9:20 Team D vs. Team B

- 9:40 Bye (no battle for teams A, B, and D - teams return to common area or wait at next battle room)

Be prepared to adjust room assignments at the last minute since there may be “no shows.” **When creating the second round of Pool Play, group different teams together.** Please retain the Pool Play combinations and use it as a reference the following year so that teams are not paired with the same schools every year. As a courtesy, if you will not be hosting the following year, please forward this information to your Regional Manager Mentor.

Bracket Seeding is based on total points earned in Pool Play, while advancement during Bracket Play is based only on wins.

- The cumulative scores after Pool Play (highest to lowest) determine the ranking, or seeding, in the Bracket. Coaches will confirm that the score totals are correct prior to announcing brackets.
 - Official Scoresheets cannot be amended after leaving the battle room. This is merely to ensure that any inputting errors will be caught.
- Display the Bracket Assignments with scores for everyone to see.
- Display of all scores is optional but strongly encouraged to avoid errors.

Tie-Breakers

If there is a tie between two or more teams for the **final position** in Bracket Play (either spot #s 8 or 16 depending on the size of your tournament), then a tie-breaker battle will need to be done with those teams. See Rules 30-34 in the Regional and State Tournament Rules and Procedures (below) for tie-breaker instructions. Tie-breaker questions are included in the question sets. (Reminder: no tie-breakers will be used during Pool Play.) Tie-breaker questions are only used to determine placement in brackets after the final Pool Play scores are tabulated.

Bracket Play

The maximum number of teams that can advance to the single-elimination Bracket Rounds is 16, regardless of the number of teams at your tournament. If you have 29 teams, 13 will be eliminated after Pool Play and all tie-breaker battles have been completed. If you have 17 teams, you will only eliminate 1 team.

- 16 or more teams competing = top 16 teams advance to the Sweet 16, followed by the Elite 8, Fab 4, then the Final Championship Battle
- 8 – 15 teams: Top 8 teams advance to Elite 8, then Fab 4, then the Final Championship Battle
- 2 – 8 teams: NOTE: Since time constraints do not impact smaller divisions, it is a better experience for the students to get to play more times. Please contact your Regional Manager Mentor with questions. It is recommended that an Elite 8 bracket be played even if there are fewer than 8 teams. For example, if your Region has 6 teams, you can give the top two teams a bye into the semi-final, while allowing teams #3 vs. #6 and teams #4 vs. #5 to compete in a modified Elite 8 bracket.

Sweet 16				Elite 8				Fab 4				Final			
Game A	Room	Team Names	Score	Game A	Room	Team Names	Score	Game A	Room	Team Names	Score	Game A	Room	Team Names	Score
Game A	1 vs 16			Game A	A vs H			Game A	A vs D			Game A	A vs B		
Game B	2 vs 15			Game B	B vs G			Game B	B vs C						
Game C	3 vs 14			Game C	C vs F										
Game D	4 vs 13			Game D	D vs E										
Game E	5 vs 12														
Game F	6 vs 11														
Game G	7 vs 10														
Game H	8 vs 9														

*Above is a snapshot of a Bracket scoresheet. Notice the circled names of each Bracket Round (Sweet 16, Elite 8, Fab’ulous 4, and the Final).

Round To Go: Larger regions may send more than one team to the State Tournament. The OBOB Question Editor will let you know how many teams you will send when you receive your questions two weeks before your tournament date. The “Round To Go” is the round in your tournament that determines which team or teams will advance to State. In Regions with one bid to State, the Final battle is the Round To Go. In Regions with two or three bids to State, the semifinal round (Fab 4) is the Round to Go, as both winning teams will advance to State. The Round To Go will always have 32 Questions and use the hardest available question set (Set M). If you are sending one team to State, the semifinal round (Fab 4) will have 24 questions and the final will be the 32-question Round To Go. All other battles will have 16 questions.

Scoring

Spreadsheet: Create a score spreadsheet prior to the competition (A Google Sheet version is available to COPY for your convenience. Further versions will be made available in the future.). If you make your own, be sure you use Tools>Data>SUM in your Totals column so the computer tabulates each team’s cumulative score for you. Triple check for accuracy! Keep track of points **as scores are reported**. If inputting scores gets away from you, your Bracket Rounds may be delayed and scores could be inaccurate. Try to identify at least 2 volunteers to cross-check scores and check entries on the computer before anything is presented. (If you don’t have that many volunteers, at least make sure someone is double checking your work.) Make sure you have totals for every team, and always check for ties in the last spot.

NOTE: This period of time can feel very rushed, but it’s worth it to take an extra minute to relax so you can verify accuracy with a clear head.

Ask Coaches to check in at Headquarters before the break/lunch ends to confirm that their scores were entered accurately. This is **NOT** an opportunity to challenge the scores, only to confirm they are accurate. If they disagree with a score, the scoresheet will be referred to, **but not changed**. After the scores are verified by all Coaches, resolve any tie-breakers for the last bracket spot.

How to check your SUMS: Click in the Totals/Seed box on each line that represents a team at your tournament. The content field in the example below says, “fx =SUM(B3 : E3).” The letters represent the columns and the number (3) is the row. This means that Row 3, Columns B, C, D, and E will add themselves together and the total, shown as “Seed” here, will show up in Column F.

	A	B	C	D	E	F
F3	=SUM(B3:E3)					
1	School Name	Battle 1	Battle 2	Battle 3	Battle 4	Seed
2						0
3						0
4						0
5						0
6						0

You will have the option to make a copy of this Google Sheet. All directions are specific to Google Sheets.

Displaying Scores: Investigate projecting your Bracket assignments in your Common Area. Use a large white board (or similar) if you don’t have technology available.

- NOTE: Advancement of teams from Pool Play is determined by the total accrued points earned from all four Pool Play matches.
 - Remember: “no steals” in Pool Play for grades 3-5 and 6-8. If ties occur for the **last bracket spot**

(e.g., two teams tied for 16th place), hold tie-breaker matches BEFORE Brackets are announced.

Schedule

Sample Tournament Schedules

Here is a suggested schedule that will work for any number of teams, and that you can adapt to your tournament's needs. (e.g., later start time, fewer bracket rounds, etc.)

7:30 – 8:00 am Volunteer check-in and breakfast

8:00 – 8:45 am Check-In of teams

8:00 – Volunteer Training (Typically takes 45-60 minutes)

9:05 – Opening Ceremony for participants and parents and coaches

9:20-10:20 – Pool Play Round 1

10:30-11:30 – Pool Play Round 2

11:30-12:30 – Lunch Break

- Use lunch to finalize scores, including any tie-breakers that need to be resolved.

12:15 – Announce teams who will advance to the Bracket Rounds

12:30-1:00 – Sweet Sixteen Round

1:00-1:30 – Elite Eight Round

1:30-2:00 – Fab Four Round

2:00-2:30 – Final/Championship Round

2:30-2:45 – Awards and Photos

- Be present for the results from the Round to Go Battle(s). Recognize the winning team(s) at the conclusion of play and present OBOB pins received from the OBOB Administrative Vice Chair prior to the tournament to students and coaches continuing onto the State Tournament.
- Take photos of winning teams to post on the OBOB Facebook page, or in press releases to local media.

Cleaning Up: A clean-up or, "strike crew," restores rooms, common areas, and equipment as they were before the tournament. They should have a schedule that begins as soon as possible so they can clean battle rooms as they are no longer needed. This will make your day significantly shorter, and the custodial staff will be happy to have you return. Have battle officials ask their last teams and audience members to help out.

Incident Report

From time-to-time mistakes are made, rules or guidelines are not adhered to, and/or tempers flare. If an incident occurs or a serious complaint is made, please complete the Incident Report form. Incidents requiring documentation are rare so this tool will help move matters forward. Please remember that a Moderator's decision should not be changed or modified after a battle. Unless you are called into the room by a Battle Official to make a decision, their decision stands. In this case, however, you have been invited to make your own decision. Once an initialed Official Scoresheet has left the battle room, however, it may never be amended. New for 2026, include an Incident Report Form in Moderator Packets. If needed, they will turn it in to you so you have a first hand account to forward to the OBOB Administrative Chair at oboblsta@gmail.com.

Follow-up

Expense Reimbursement: Keep careful track of receipts for reimbursement from the OBOB Finance Chair. You can make a copy of the spreadsheet provided to you or use your own. All requests for reimbursement must be completed within two weeks of your tournament date.

Report Regional Champion(s): Before you leave, send all required information to the designated OBOB State Tournament Manager of Team Communication at obobstateteam@gmail.com, to advance the qualifying team(s) to the State Tournament (use this [Google Form](#)).

Scoresheets: Scan or photograph all of your 32-question scoresheet(s) and email them to the Question Editor at obobquestioneditor@gmail.com as soon as possible after your tournament. This data is used to determine Wildcard bids to State, if there will be any.

Media: Send out press releases (if any) and/or post to the OBOB Facebook page; include the team name and the name of the school, division, region #, and photos (if allowed). Only include students' first names, if using names.

Surveys: Encourage students, parents, and teachers to fill out Survey forms on the OBOB website. OBOB relies on participant feedback to make improvements to our program. You can also send ones to coaches or volunteers from your Regional Tournament to collect your own feedback for the next season.

Packets - (see the list in the appendix for all packets)

Moderator Packets

Use 9"x12" manila envelopes with instructions attached to envelopes. Label room packets with room numbers, moderator name, and teams battling. Include where scores are to be reported on the instruction sheet.

Items to include:

- Instructions on the outside front of packet
- Title/Author List
- Rules/Procedures
- Duties of Battle Officials, as needed
- Scoresheets for each battle + 1 extra (pre-labeled, if possible)
- Question Sets in labelled envelopes
- Pool Play Schedule
- Full day schedule
- Door Sign - Battle In Progress
- Map of Building
- Coin or poker chip for toss
- Post-its
- Pencils/Pen
- Dry Erase Markers
- Incident Report Form

Coach Packets

Use 9"x12" manila envelopes with instructions with "What's New/Reminders" attached to envelopes. Check-In Table volunteers will tell coaches to review with their teams.

Items to include:

Use 9"x12" manila envelopes and affix the Coach Packet Reminders to the outside of the envelope

- Instructions on the outside front of packet
- Coach Expectations (including "During Battle")
- Pool Play Schedule

- Team & Coach Name Tags (stickers)
- Card stock for school name table tent
- OBOB Handbook Rules and Procedures
- Map of School
- Full Day Schedule
- ADA Access Permission Card, if applicable

Battle Officials

The Moderator and Official Scorekeeper will work collaboratively to provide a fair and enjoyable battle. Provide each battle official with a copy of the duties designated for that role found in the Battle Officials section of this Manual.

Left Blank Intentionally

Regional and State Tournament Rules & Procedures

Pre-Battle Information

1. To ensure fairness of play, all cell phones, tablets, watches, or other electronic devices with Internet capabilities must be silenced and out of sight during all battles and bye rounds.
 - NOTE: If you require a phone or device to access medically necessary apps that may be disruptive to play (notifications or the use of a camera app), it is the team's Coach's responsibility to request an accommodation from the Tournament Manager before the tournament and to notify the Moderator prior to the beginning of play. Any such pre-approved device must be visible to the Moderator during battles.
2. Photos may only be taken before and after a round (pool play) or battle (brackets). Ask the Moderator when that is allowed.
3. Participants are not allowed to bring fidgets, stuffed animals, signs, or other similar items to the competition area during battles. Team members should remain seated throughout their battle. They also may not speak above whisper level or cause distractions during the other team's questions or answers.
 - NOTE: If a team requires an accommodation related to this rule based on a 504 plan, IEP, or other documented need, they must seek pre-approval from the OBOB Administrative Chair prior to participating at Regionals or State. Accommodations related to this rule at the local level should be approved by local Site Coordinators.
4. No device recording of battles may occur at Regional and State Tournaments. Coverage of the competition by local media may occur on a limited basis, but may not include audio of official questions being asked or answered.
5. Neither teams nor audience members may use a title/author list or notes on the books of any kind during a battle.
6. Each team's Coach will bring a set of OBOB books in a non-transparent bag or box (physical copies, not electronic versions) and hand them to the Moderator when they enter the room for each battle.
7. Teams compete with anywhere between two to four members with one optional alternate player, for a total of up to five members per team. All competing members must be physically present for a battle.
8. One student will serve as the Spokesperson throughout each battle and no other team member may answer questions. The role of Spokesperson may be changed for each battle, but not during a battle.
9. Alternate members who are not playing will sit in a designated audience area during battles and may not participate in the battle in any manner, including any decision to challenge.

Battle Structure

10. Question Structure: All Questions are worth 5 points each, regardless of type.
 - "In Which Book" questions will be read first and are worth a total of 5 points. In the case of a partially correct response, the first correct response (whether it be author or title) will be worth 3 points, and the second correct response will be worth 2 points. Book titles and authors must be stated as listed on the official OBOB book lists and OBOB website www.oregonbattleofthebooks.org.
 - Omission of the articles *a*, *an*, and *the* at the beginning of a book title will be accepted as correct.
 - However, adding an article such as *a*, *an*, or *the* anywhere title is incorrect.
 - For example, this title is correct: *Firekeeper's Daughter*, but *The Firekeeper's Daughter* is incorrect.
 - If a book has two authors, the spokesperson must say both authors to earn points for that answer.
 - For books with two authors, the author names can be given in either order.
 - However, if a book has only one author, giving two authors for that book is incorrect, even if one of those authors is correct.

- For "Content" questions, 5 points are given for the complete answer. Designated Two-Part questions will be scored with 3 points for the first correct answer given and 2 points for the second correct answer given. **No partial scores will be given on Content questions unless the question is a designated Two-Part question.** For example, asking for a full name is not considered to be a Two-Part question unless specifically designated as such, so failure to give a complete name in response to a question asking for one will result in 0 points, even if the team provides a correct first or last name.

11. Battle Types

- Pool Play: There will be 16 questions per battle at local, regional, and state tournaments (8 "In Which Book" and 8 "Content" questions).
- Pool Play: The typical pool play structure will have three teams in a room for three battles following the A vs. B, A vs. C, B vs. C format. There are exceptions based on the number of teams present, so follow the directions given to you by your Regional Manager. There are two rounds of pool play (two battles for each team in each round, for a total of four battles per team) in which teams accumulate points for seeding. All teams play four times.
- Bracket Rounds: The top-scoring teams proceed to a single-elimination knock-out tournament. Advancing to single-elimination bracket play is determined by each teams' cumulative scores from pool play. When bracket play begins, pool play scores are no longer considered. Advancing through the single-elimination knock-out bracket is based on head-to-head wins. (For examples of Bracket Structure see the Appendix of the Regional Manager Manual.)
- Regional Bracket Rounds: Follow the same pattern as Pool Play except: the battle(s) determining which teams will advance from Regionals to State (the "Round to Go") will consist of 32 questions (16 of each type). This may be the semifinal or the final depending on how many teams your region is sending the State. Either the semifinal or the final at Regionals, whichever is *not* the Round to Go, will consist of 24 questions (12 of each type).
- State: Follow the same pattern as Pool Play except: the semifinal battle at the State Tournament will consist of 24 questions (12 of each type). The final match at the State Tournament will consist of 32 questions (16 of each type).

12. Competition General Guidelines:

- All team players and audience members must be present in the battle room for the entire round of play, even if they have a bye (see Pool Play below). Teams on byes should sit still and remain quiet and distraction-free during battles. Battles may be delayed because of tie-breaker battles, but teams must be present and ready to play when the announcement to begin is given. The door is to remain closed during the entire round of play unless express permission is given by the Moderator.
- Two teams will compete during a single battle. A coin toss (or other random method) will be held before the start of each battle. The suggested format for who gets to call coin tosses is as follows:
 - In pool play with three teams and three battles following the A vs. B, A vs. C, B vs. C format, the coin toss should be called by team B, then team A, then team C before the three battles, such that each team gets to call one coin toss.
 - In bracket play, the higher seeded team should call the coin toss. E.g., in a quarterfinal battle with the 3 seed playing the 6 seed, the spokesperson for the 3rd-seeded team should call the coin toss
- The team that wins the coin flip decides where they want to sit – on the Moderator's left to receive the first and all odd questions (the "odd" team), or on the Moderator's right to receive the second and all even questions (the "even" team). During all bracket rounds, and during pool play in the 9-12 division, teams will have opportunities to steal questions answered incorrectly by the other team. Efforts will be made to ensure teams can quietly discuss answers among themselves without fear of being overheard by the opposing team.
- The Moderator will discourage teams from distracting the opposing team. If a team (or their fans) persists in distracting opposing teams or otherwise engages in unsportsmanlike behavior, the Moderator or tournament director may take corrective action, up to and including disqualifying a team from the tournament.

Running the Battle

13. The Moderator may review the rules and/or read a Good Sportsmanship Statement with the participating teams.
14. The Moderator will find out who is serving as the Spokesperson for each team. Answers will be accepted only from that spokesperson; no other team member's answer shall be considered or recorded for points during a battle.
15. The Moderator will use pre-numbered questions in the order given if they are provided (if pre-numbered questions are not provided, the Moderator will shuffle and number the questions). The Moderator will ask a question, prefacing the question with the name or location of the team to which it is directed. Timing starts immediately after the question has been read for the first time. Teams will have 15 seconds to quietly discuss the question amongst themselves. Once the spokesperson begins to give an answer to the Moderator, all discussion must stop and no other team member may prompt the spokesperson verbally or non-verbally. **Only the first answer the spokesperson gives will be accepted; the team cannot change their initial answer or use up any remaining time to guess other answers.** The Moderator will not ask for more information, specifics, or details. Acceptance (or not) must be based on what the spokesperson answers, without prompting.
 - NOTE: The opposing team may discuss the question during the 15 seconds or until the other team's spokesperson starts talking, but they must remain seated and be very quiet so as not to distract the other team.
16. Time: Discussion must stop as soon as "time" is called, and the question must be answered immediately. Moderators should allow only roughly one second ("One-Mississippi") of hesitation time. The Moderator will mark the question as answered incorrectly if: the Spokesperson does not begin to answer during this time, if discussion continues after time is called, if a team member other than the Spokesperson answers, or if a team member other than the Spokesperson prompts the Spokesperson verbally or non-verbally. In a battle with steals, the Moderator will then turn to the other team and read the question in its entirety to them. That team then has 15 seconds of discussion time. When time is called, the Spokesperson must answer immediately.
 - NOTE: During pool play battles in the 3-5 and 6-8 divisions, there are no steals and this situation would result in the Moderator revealing the correct answer and moving on to the next question.
17. Repeats: During a battle, a team's spokesperson may request a repeat of a question. All repeats must take place within the 15-second time limit, which starts after the question is read for the first time. Having the question repeated does not restart the timer. If the Moderator stumbles while reading a question, they should stop and start over without a time penalty to the team.
18. No Steals: No steals are allowed for the 3-5 and 6-8 grade divisions in pool play battles at Regionals and StateTournaments. During pool play battles for our 3-5 and 6-8 divisions, if a team gives an incorrect answer, no points are awarded. The moderator will reveal the correct answer and the battle continues with the next question and the other team.
19. Steals (General): For all 9-12 division battles, and for knock-out rounds in ALL divisions, if a team gives an incorrect or partially incorrect answer, the question is repeated in its entirety to the other team with another 15 seconds to discuss. Note: If the acquiring team also does not answer correctly, play does NOT pass back to the first team; the moderator reveals the answer and the battle progresses to the next question.
20. Partial-point Steals: When a team answers an In Which Book or Two-Part Content question partially correct, they receive 3 points and the second team is able to steal the remaining 2.
 - The Moderator will reveal which part is correct and which part is incorrect before repeating the question in its entirety to the acquiring team with another 15 seconds to discuss (e.g., "That is the correct title, but incorrect author, 3 points. Team 2, you have a chance to steal the remaining 2 points.")
 - The acquiring team must only give the missing element to steal the remaining 2 points. They are allowed, but not required, to repeat the correct portion already supplied by the first team. They will be judged only on the missing element and not be penalized if they incorrectly repeat the already-supplied correct portion.

- For Two-Part Content questions, a team may not guess two new answers. If they do, they will be judged only on the first of the two answers supplied.
 - Two-Part Content question examples: Answer on the question card is “Apple(s) AND Cinnamon” and the first team answers “Apples and Nutmeg.” Moderator says something like, “Apples is correct for 3 points, but Nutmeg is incorrect. Team 2, you have a chance to steal,” then rereads the question to the acquiring team.
 - Acquiring team answers: “Apples and Cinnamon” – 2 points awarded
 - Acquiring team answers: “Cinnamon” – 2 points awarded
 - Acquiring team answers: “Cinnamon and Cloves” – 2 points awarded, as ‘Cinnamon’ was offered first, but team should be warned not to supply two new answers
 - Acquiring team answers: “Cloves and Cinnamon” – 0 points awarded, as the incorrect ‘Cloves’ was offered first, and team should be warned not to supply two new answers
21. In the event that neither team answers correctly (or in battles without steals, if the first team answers incorrectly), the Moderator will reveal the correct answer.
22. Regardless of who scored on the previous question, odd-numbered questions will be read to the odd team first and even-numbered questions will be read to the even team first. In a battle with steals, this means that an acquiring team may get to answer two questions in a row: the one it acquired in a steal opportunity, followed by their own.
23. If a question is being read and any team member interrupts the Moderator, that team’s Spokesperson must answer the question immediately. NOTE: Whispering with teammates is not considered an interruption.
24. Spoils/Burns: If the Moderator makes a significant mistake while reading a question such that any part of the answer is revealed or heavily hinted at, the question shall be considered spoiled and thrown out/burned.
- If a question is spoiled before the first team has had a chance to answer, the replacement question will be read to the original team first.
 - However, in a battle with steals, if the first team has already answered the question incorrectly or partially incorrectly, the replacement question will only be read to the second, acquiring team. (In other words, the first team should not get two chances to answer a question when a Moderator spoils a question).
 - If it is an “In Which Book” or Two-Part “Content” question and the first team was awarded 3 points, after which the question was spoiled, the acquiring team will get a new question and have a chance to score the remaining 2 points with any correct or partially-correct answer (**no more than 5 points can be scored on any question, regardless of situation**).
 - The substitute question shall be numbered with the number of the original question.
25. Pronunciation: An answer is considered correct even if mispronounced, as long as the answer is a reasonable phonetic pronunciation given the letters in the word. This rule extends to author names and words in book titles. A reasonable phonetic pronunciation of an author’s name should be granted full credit, even if the answer given is not the way the author pronounces their own name. Note: credit should not be given for pronunciations that are “close enough” or when the Moderator “can tell what the team meant.” Some recent examples for clarity of this rule:
- With an author name of “Jeff Zentner,” neither “ZET-ner” nor “ZENT-er” should be accepted as pronunciations for the last name, because neither is a reasonable phonetic pronunciation of the name containing an “n” both before and after the “t”
 - Reasonable phonetic pronunciations for the name “Phoebe” as a character might differ, and all should be accepted. This includes the standard pronunciation of “FEE-bee”, but also reasonable phonetic pronunciations such as “FO-bee” or “fuh-EE-bee” that OBOBers who have only ever read the name may reasonably infer phonetically from the letters in the name
 - Occasionally, the way an author pronounces their own name may differ from the way that many people might consider a “reasonable phonetic pronunciation” of their name given the way that it is spelled. If OBOBers take the time to learn the way the author themselves pronounces their name, they should get credit. In the 2025-26 season, please note the following:

- Roshani Chokshi (6-8) pronounces her first name as “ROSH-nee,” with two syllables. Both “ROSH-nee” and other reasonable phonetic pronunciations (e.g., “ro-SHAH-nee”) should be accepted for credit.
 - Jeanne DuPrau (3-5) pronounces her name as “JEEN doo-PRO,” notably with a single-syllable first name.
 - Thanhà Lại (3-5) pronounces her name as “TANG-ha LIE,” notably with a hard ‘G’ sound in the middle of “Thanhà.” Both “TANG-ha” and other reasonable phonetic pronunciations (e.g., “THANH-ha”) should be accepted for credit.
26. The question card may contain information to help a moderator judge whether an answer should be given credit. Some examples:
- Words in the answer contained by parentheses are not required for an answer to be correct. E.g., if the answer on the card is “(Southeast) Portland” then either “Southeast Portland” or “Portland” should be accepted
 - Words underlined in an answer are required for an answer to be correct. E.g., if the answer on the card is “Cerulean blue,” then the word “Cerulean” is required for credit and an answer of “Blue” should be deemed incorrect.
 - Additional notes from the question editing team may appear in italics to either help moderators pronounce words or names correctly in a question or to help a moderator judge whether an answer should be deemed correct.
27. Multiple questions may appear on certain book titles and some book titles may not be asked about at all in any given battle.
28. Challenges: At the end of a battle, the Moderator offers both teams an opportunity to challenge one question they were asked, and allows 15 seconds for the team’s Spokesperson to accept or decline. While challenges are not encouraged, the opportunity must be provided.
- Note: Teams are limited to one challenge per round and challenges may only be requested for questions that were read to the challenging team. (e.g., you may not challenge a question or answer the other team was asked or gave.)
 - If there are no challenges, the final score will be announced. The battle will be considered complete, and no further challenges will be entertained.
 - If a team wishes to challenge a question, the Moderator will follow the procedures and rules for challenges provided in this handbook (see “Protocol for Challenges”).
29. Accepting the score: The battle will be considered complete when each team has been provided an opportunity to challenge questions, scores have been verified by the Moderator and Scorekeeper(s), and the official score sheets have been initialed by the Spokespersons. Once the official scoresheet leaves the room, further discussion of the battle or score will no longer be considered.

Tie-Breakers

30. Seeding for bracket play is based on total points earned in pool play rather than wins. Each team plays four times during pool play. If there is a tie for the **last spot or spots** in bracket play, there will be a tie-breaker battle. Challenges ARE allowed at the end of each tie-breaker round with the usual challenge time rules and procedures in effect.
31. Ties for any other seed in bracket play can be settled by flipping a coin, drawing names from a hat, or any random method selected by tournament organizers.
32. Tie-breaker battles will occur when two or more teams tie after pool play for the final spot or spots in bracket play OR when two teams are still tied after any challenges are settled in a knock-out battle during bracket rounds.
33. In a tie-breaker round, each tied team will be asked one In Which Book, then each team will be asked one Content question, with no opportunities for steals. Each tie-breaker “round” is one question of each type for each team. Opportunities to challenge will be offered after each round and all other normal rules apply (e.g., there is still a 15-second time limit, answers must come from the spokesperson, etc.). If, at the end of a tie-breaker round, one team has fewer points than the other(s), they are eliminated.

- Example 1: In a Sweet 16 knock-out battle, two teams are tied after the battle and any challenges. A tie-breaker process starts, one round at a time, until the teams are no longer tied and one team advances to the quarterfinal round.
 - Example 2: After pool play, three teams are tied for 16th place. A tie-breaker process starts with all three teams in one room. If, after any round, one team scores fewer points than the other two, they are eliminated from further rounds. If, after any round, one team scores more points than all remaining teams, they get the 16th spot in the knock-out bracket.
 - Example 3: After pool play, four teams tie for 4th place. Draw names from a hat to assign 4th, 5th, 6th, and 7th place. Do not do a tie-breaker procedure.
 - Example 4: After pool play, four teams tie for 15th place. A tie-breaker process starts with all four teams in one room. If, after any round, one or two teams score fewer points than the others, they are eliminated. If, after any round, one team scores more points than all the others, they get the 15th seed (or 16th seed if the 15th seed has already been secured). This process is repeated, round by round, until two teams advance OR until only two teams remain, at which point names can be drawn from a hat or a coin flipped to determine 15th and 16th position.
34. In the very unlikely event that tie-breaker rounds continue until all available back-up questions are exhausted, a coin flip, drawing names from a hat, or other random method will be used to determine which team or teams advance.

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Battle Officiating

The following are the required roles for a battle to be officiated. These positions work collaboratively to provide a fair and enjoyable battle.

- **Moderator**
 - The Moderator is a key volunteer who allows OBOB to happen at all! Without Moderators, there could be NO battles! Thank you.
 - Read questions and award points to teams that answer correctly.
 - Take notes of incorrect answers and points on the question cards.
 - Check that the scores recorded by the Scorekeepers are accurate.
 - Guide the audience and teams through every aspect of fair play.
- **Official Scorekeeper (paper scoresheet)**
 - The Official Scorekeeper is partnered with a Moderator in a battle room and will usually stay with them until that room is no longer needed. They are an invaluable resource.
 - The Scorekeeper is responsible for filling out the paper scoresheet that is an official record for the OBOB tournament.
 - Will ensure that the official scoresheet is filled out accurately, including being initialed by the Spokesperson from each team.
 - Check with the Moderator for clarification.
 - The Moderator may request input in unusual situations regarding an answer or rule from the Official Scorekeeper.
 - Follow your tournament's procedures for turning in the official scoresheet.
- **Timekeeper**
 - The Timekeeper starts a digital timer on their phone for 15 seconds after each question is read, and two minutes in the case of challenges.
 - A Regional or State Manager may recruit Timekeepers from coaches traveling with their team.
- **Unofficial Scorekeeper (display)**
 - The Unofficial Scorekeeper is usually a coach or parent who will keep the score on a whiteboard, chalkboard, or chart paper on display for the teams and audience.
 - They may quietly confer with the Official Scorekeeper between questions for accuracy.
 - Their scores will be checked as an initial confirmation that the official scores are accurate, but they are not official themselves.
 - A dispute between the two scores will be resolved by the scores on the question cards kept by the Moderator.
- **Runners**
 - Runners are volunteers stationed in the hallways outside of battle rooms. Their job is to take the official scoresheets to the person keeping the official score for the tournament.
 - They cannot share the scores with anyone other than the Moderator, Regional/State Manager, and the records keeper, if there is one.
 - It is very important that Runners get the scoresheets after every battle. If there are two or more Runners in a hallway, then one should take the scores to headquarters while the other(s) stay near the battle rooms.* (This is not the case at State.)
 - Students make great runners, as do the non-competing children of your adult volunteers.

Moderator

Moderators play the role of the game show host during battles. They are the person in the room who sets the tone and represents Oregon Battle of the Books to students and audience members alike. In this light, the Moderator is the person who sets the example of Good Sportsmanship, Friendliness, and Fairness of Play. It is important to know that Moderators are not required to read the books before moderating a battle. The rules and questions provided should prevent them from needing any information not included on the question cards. The Moderator's job will be to read the questions clearly, follow the rules and structure of play, conduct the battle in a way that represents the values of OBOB, and facilitate the completion of battles and accurate recording of points. In the rare event that an issue arises, the Moderator may opt to defer to the Site Coordinator (Local Level), or the Regional or State Tournament Managers if they are unclear on a specific rule or if someone refuses to comply with them. Your Tournament Managers are incredibly grateful for your time and have your back at all times. Thank you for helping us make the Oregon Battle of the Books possible.

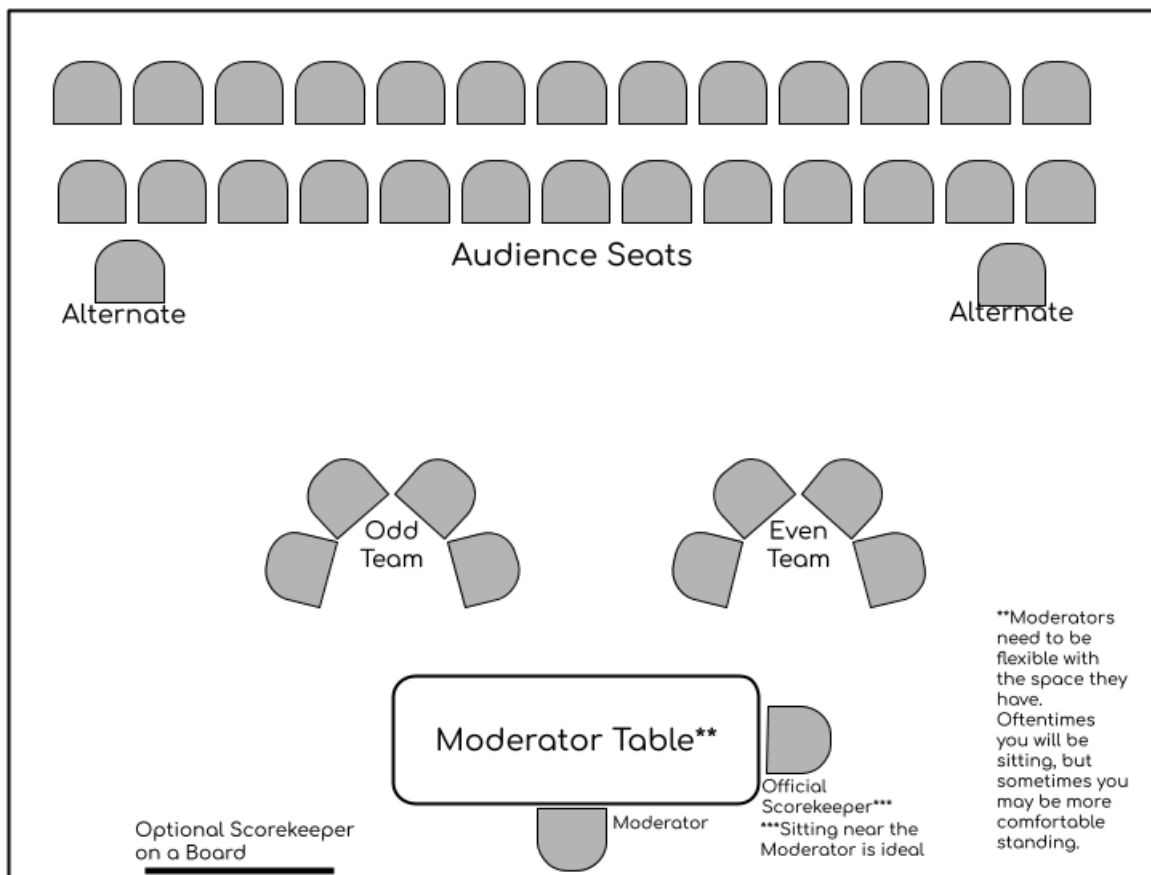
Site Logistics (Pre-Battle)

- Cluster team chairs in such a way that team members can confer easily with physical separation between the two teams.
- Have teams face the Moderator with backs to the audience.
- Moderator sits or stands at the front of the room facing the teams.
- The Coach will hand the Moderator a concealed set of OBOB books when they enter the room.

In the event that a team member is hearing impaired and needs a sign-language interpreter, the interpreter will stand near the Moderator and simultaneously sign the question as the Moderator reads it. Other accommodations may be necessary for team and/or audience members. These accommodations shall be agreed upon by the Regional/State Manager with the approval of the OBOB Executive Board and communicated to the Moderator prior to a battle.

Ex. of Battle Room Setup*

*Please be respectful of the classroom space you are using. Remind the teams/audience not to leave trash behind, and do not move anything on a teacher's desk/cabinets, bookshelves, or erase/draw on the boards.



Scoring

- Each question is worth 5 points total. In the case of a partially correct "In Which Book" question, 3 points are given for a correct title *or* author. In a battle with steals, play then passes to the other team. The Moderator states which part was correct and then rereads the question, only asking for the missing part of the answer. The stealing/acquiring team is given 15 seconds to collaborate and will be awarded the remaining 2 points for a correct response.
- Occasionally there are Two-Part "Content" questions. Announce, "This is a Two-Part question," before reading the rest. Award 5 points for a completely correct answer. A partially correct answer (either part) will be awarded 3 points. In a battle with steals, play then passes to the opposing team. The Moderator states which part was correct and then rereads the question, only asking for the missing part of the answer. The stealing/acquiring team is given 15 seconds to collaborate and will be awarded the remaining 2 points for a correct response. Consult with the Scorekeepers to be certain that points have been recorded correctly. (See rules 19-21 above for more details)
 - Ex: In a battle with steals, if the first team does not answer correctly, or their answer is only partially correct, the question will be repeated to the opposing team who then has 15 seconds to discuss before giving an answer.
- The Moderator will note **all scores** on the question card, as well as **all incorrect answers given**. If a challenge should occur they will refer back to the question card and the incorrect answer recorded.

Div. 3-5	<u>Oregon Battle of the Books 2025</u>	Set: 1	3
Local Competition			
IN WHICH BOOK QUESTION— <i>Answer includes both title <u>and</u> author</i>			
QUESTION: In which book does a character eat trout-flavored crunchies while traveling in a Winnebago?			
ANSWER (TITLE): <i>Leonard (My Life as a Cat)</i>			
ANSWER (AUTHOR): Carlie Sorosiak Just Jerry Frizzy by Jerry Pinkney			
PAGE: 3			
SCORE: Team 1 (odd): <u>0</u> Team 2 (even): <u>3</u>			
* After writing the question # in the top Right corner, you only need to record scores and INCORRECT answers.			

- Do not score partial points for any "Content" question unless it is a designated Two-Part question. A question asking for the full name of a character, a city and state, or otherwise asking for more than one piece of information is not automatically considered to be a Two-Part question unless it is specifically labeled as such.
 - For questions like these, either award 5 points if **all** required elements are given, or 0 points if **any** required element is missing.
- At the end of the battle, ask, "Are there any challenges?" and allow 15 seconds for a challenge from either team's Spokesperson. If there are no challenges, the battle is over.
- If there is a challenge, refer to the "Protocol for Challenges."
- At the conclusion of a challenge, adjust the scores, if needed.
- Ask the Spokespersons to initial the final score on the Official Scoresheet.
- It is the Moderator's responsibility to double check that both of the Schools' names are on the scoresheet, that the Challenge process has been offered to both teams, the scores are initialed, and that the scores are correct BEFORE releasing the Official Scoresheet from the battle room.

- Follow the directions given by your Tournament Manager for delivering Official Scoresheets (i.e., passing them to Runners for delivery or keeping them until your round is over and hand delivering them yourself, etc.).
- Once the Official Scoresheet has left the room, *there will be no changes to the score.*

Moderator Prep

- Be familiar with the rules and regulations provided in this handbook.
- Attend the mandatory volunteer training prior to the Regional and State Tournaments.
- Check that you have your room packet with all items needed to run a battle (question sets, coin, scoresheets, pencils, post-it notes, statement, door sign, battle rules, official titles/authors list, and incident report).
- Note: Moderators are *not* meant to fill out the Official Scoresheet. They MUST record scores and incorrect answers given accurately on each question card and should not have their attention divided. If, and only if, they are unable to locate another volunteer to fill out the Official Scoresheet, they may fill it out themselves. They must be careful to do both accurately, so take your time.

Pre-Battle Procedures

- *Remember to always speak slowly and clearly.*
- Direct any audience members with accommodations to their designated seat(s) and read the instructions on the Accommodation Card with them to make sure it's accurate. If there is a dispute you should send a Runner to get the Tournament Manager immediately. Any approved devices must be visible to the Moderator at all times.
- Photos: Notify audience members that they are allowed to take photos, but will be asked to put devices away prior to the beginning of battles. Give 2-3 minutes prior to the scheduled start of the battles for photography.
- One minute prior to battles beginning:
 - Politely instruct all present that all Internet capable devices (including watches worn by students) be turned off and put away for the duration of the round/battle.
 - Ask everyone to take their seats and close the door. Make sure your "Battle In Progress" sign is affixed to the exterior.
- Introduce themselves to the teams.
 - If accommodations have been made for a device to be used by an audience member during play, notify all in attendance but do not direct attention to the individual(s) with accommodations.
 - Remind the audience they are to be silent spectators only. No clapping or comments are allowed.
- For the first game of the day only: Read the Volunteer/Good Sportsmanship Statement.
- Ask each team's Spokesperson to come forward and shake hands.
- Ask the Timekeeper to do the coin toss.
- The team winning the coin toss may choose whether they wish to answer odd or even-numbered questions. If the team chooses odd-numbered questions, they sit on the Moderator's left. The team sitting on the Moderator's right will receive even-numbered questions.
- Ensure that the correct question set is in use and that the questions are pre-numbered. (*Note: If pre-numbered questions are not provided, state aloud that you will be shuffling the provided questions and numbering the front of each of the cards 1 through 8*)
 - There are usually one or two extra questions in each question set. These are available in case the Moderator makes a mistake, spoiling a question.
 - If you spoil a question, write, "BURN," in capital letters across the ruined card and write the number of that card on its replacement. The BURNT card goes back in the envelope and the replacement takes its place in the set.
- Ask that each school's name tent be facing the Moderator during the battle.
- Ask the Scorekeepers if they have the teams' school names on the Official Scoresheet and on the board (if using). Say, "_____ School is answering the odd-numbered questions and _____ School is answering the even-numbered questions."

- Inform the teams that you will be reading “In Which Book” questions first, followed by “Content” questions.

Battles

- Prior to reading each question, state clearly the team’s school name and the question number. This helps the Scorekeeper and helps keep the Moderator on track.
- Only the team’s Spokesperson can give the Moderator an answer to the question. Only the first answer the Spokesperson gives will be accepted. If the Spokesperson begins to answer the question prior to the completion of the question, the Moderator will stop reading the question and determine whether the answer is correct or not.
- Respond, “Correct” or “Incorrect.” Make note of the score on the question card. If an incorrect response was given, record the incorrect answer on the card, as well.
 - This is necessary if there is a challenge. Do NOT skip this step.
- In a battle without steals (pool play in 3rd-5th and 6th-8th divisions), read the correct answer before moving onto the next team’s question.
- In a battle with steals, if the first team does not answer correctly, or their answer is only partially correct, the question will be repeated to the opposing team who then has 15 seconds to discuss before giving an answer.
- Each team has only one chance to answer each question.
- After all chances for scoring are complete, if the answer has not been given or has only been partially given, the Moderator will reveal the correct answer.
 - In a battle without steals, this is done after the first team attempts to answer. In a battle with steals, this is done after the second team attempts to steal points.
- If the Moderator stumbles while reading a question, they should begin again without any time penalty to the team.
- Read the question in its entirety, then look up and make eye contact with that team.
- Teams have 15 seconds to collaborate. The Timekeeper will call, “Time.”
- A Spokesperson may ask to have a question repeated as many times as they want **within** the 15-second collaboration time. However, the clock will not restart at the re-reading of the question.
- If a team needs the entire 15 seconds to collaborate, the Spokesperson must answer immediately when time is called.
 - Moderators should allow only roughly one second (“One-Mississippi”) of hesitation time. If the Spokesperson does not begin to answer during this time, the Moderator will mark the question as answered incorrectly.
 - NOTE: This has become a struggle since the pandemic when longer times were allowed due to online tournaments. RMs please remind your Site Coordinators to teach this rule *before* students arrive at Regionals.
- After all “In Which Book” questions have been read, move onto Content questions following the same procedure as before.

Challenges

- At the end of the battle, ask, "Are there any challenges?" Allow 15 seconds for a challenge from either team’s Spokesperson.
- If there are no challenges, the battle is over.
- If there is a challenge, refer to the "Protocol for Challenges."
- At the conclusion of a challenge, the scores may need to be adjusted.

Finalizing Scores

- Check the Official Scoresheet against the unofficial one on the board for validation. (Recommended to do after IWB questions, and again at the end.)
 - Discrepancies will be corrected based on the Moderator’s notes on the question cards.
- Announce the scores.

- Ask the Spokespersons to initial the final score on the Official Scoresheet and shake hands.
- Have the Official Scorekeeper give the Official Scoresheet to the Runner outside the battle room or keep it following specific instructions from the Tournament Manager. (i.e., take it to the scoring room directly).
- Once the Official Scoresheet has left the room, *there will be no changes to the score.*

Participant & Audience Unsportsmanlike Conduct

Though truly unsportsmanlike conduct is rare and unwanted by all, it is important to address possible circumstances so that the students who work incredibly hard reading and training for this competition, the wonderful volunteers who make OBOB possible, and the parents, teachers, and librarians who support and encourage their students in this endeavor all have the best experience possible.

- In the event that a team, team member, and/or audience member does not conduct themselves or themselves in a manner consistent with the Parent and Student Good Sportsmanship Contract turned in before the tournament, the Moderator should pause the battle to calmly restate the expectation and/or quietly speak to the offending party. It may be appropriate to step out of the room with the person(s). In most cases, a brief reminder is all that is necessary for play to resume unaffected.
- Below are the three causes for more extreme actions to be taken after repeated reminders do not work.
 - Please Leave: Disruptive behavior that does not stop. This can be talking, wandering around during battles, intentionally distracting an opposing team, loudly playing or eating during battles, refusal to follow directions, an audience member challenging the Moderator's decisions during a battle, entering/exiting the room during battles, and refusing to put away devices. In this case, the person being asked to leave is only asked to do so for the remainder of the round (pool play) or battle (brackets) and may watch any potential future battles as long as they follow all expectations.
 - Forfeiture of Points:
 - Due to audience interference: If an audience member intentionally communicates, in any way, to a team during play, the audience member will be instructed to leave the battle room for the duration of the round (pool play) or battle (brackets), they will then be reported to the Tournament Manager and may be asked to remain in a neutral area for the rest of the tournament. The team will forfeit the possible points for that question and warned that further incidents will result in disqualification from the tournament. Pause here to investigate to ensure that no other cheating has occurred. (e.g., were they using a banned device?) If a team has been cheating throughout the game, or for more than the one question you caught, they will forfeit the game and be subject to disqualification from the tournament by the Tournament Manager (see below).
 - NOTE: If an audience member, including an alternate team member, blurts out an answer accidentally and is not actively cheating, the points will not be forfeited, and they do not need to be removed from the room unless it happens again. Burn that question and start again. Be careful not to equate a mistake for actual cheating.
 - Due to a team member: Students who are disruptive during the opposing team's questions and collaboration time, or who display poor sportsmanship by mocking, gloating, or demeaning the other team, will lose points from their previous question and be warned that a second occurrence will result in forfeiture of the game.
 - Forfeiture of Game and/or Disqualification from the Tournament: This is extremely rare and includes unruly conduct from a team or audience member that is verbally or physically threatening, cheating, highly disruptive behavior after repeat warnings including previous loss of points, arguing with the Moderator and refusing to stop arguing when asked, physical altercations, **hate speech toward anyone.**

- Note: If a parent is being unruly but the team is not, the parent's behavior should not affect the teams present. A parent may be removed from a tournament while the team continues.
- Actions: Pause the battle immediately if any of these situations occur and send a Runner to get the Regional/State Manager. They should be able to move any arguments and take over so you can resume the battle or round.
- Take a deep breath for yourself and check in with all of the students before you continue. Remember that the remainder of the people in the room are grateful that the battle has been rescued and the students can still compete. No one wants such negative conduct impacting their tournament experience. Also be aware that some students may be experiencing severe anxiety. A short break may be appropriate.
- After a forfeiture, In the 3-5 and 6-8 divisions, pool-play battles may continue with only one team battling and continuing to receive all the even or odd questions only. In the 9-12 division during pool-play, efforts will be made to resume a battle so the team not subject to forfeiture is not penalized. It will be necessary to substitute in another pool-play opponent that is on bye (or during lunch) for a team that is subject to forfeit. Any team asked to perform in this manner will only accrue points from their four regularly scheduled pool-play battles.
- An incident report must be completed by the Moderator and submitted to the Regional/State Manager.

Coach's Role (in Competition)

- Prior to any competition, please review the Good Sportsmanship Guidelines with your team.
- Each team's Coach will hand the Moderator their concealed set of OBOB books when they enter the room.
- Ensure the school name table tent is visible to the Moderator during all battles.
- The Moderator may ask coaches to act as an unofficial Scorekeeper or Timekeeper.
- A Coach may politely and quietly remind the Moderator of a procedure that was forgotten.
- When the battle is finished, encourage your team to respond cheerfully to the other team: "Good Game" or "Great Battle" or something similar. The coach should be a positive role model.
- Remind team members to thank battle officials.
- Remember to take their book set and name table tent with them.
- Do not allow parents or team members to argue about the questions/answers or Moderator decisions.
- During battles, a coach may not communicate (verbally or nonverbally) with their team OR take notes on the questions asked. **Note: no one is allowed to take notes on the questions asked.**

Scorekeeper - Official

- Become familiar with the scoring procedures and the contents of this handbook.
- Attend the mandatory volunteer training prior to the Tournament(s) attending.
- The Scorekeeper will keep score on the Official Scoresheet. A second unofficial scorekeeper (which may be a coach or audience member) will also keep score on a chalkboard, large chart paper, or whiteboard where it is visible to both teams and the audience.
- After the Timekeeper has conducted the coin toss, and the winner of the coin toss has chosen to answer odd or even-numbered questions, write the school names on the scoresheet in the appropriate places. (left side is odd-numbered questions and right side is even-numbered questions)
- Listen as the Moderator announces the school name and question number and award the points correctly.
- The Moderator will keep score on the individual question cards. Use those when the official and unofficial scores do not match.
- Add up the score subtotals at the end of the In Which Book questions, then again after the Content questions. Add the total from both sections together for a total score.
- Make adjustments to the Official Scoresheet as needed after a successful challenge.

- Make sure the Spokespersons from each team initials their score at the bottom of the scoresheet.
- Compare scores between the official scoresheet, the board, and the Moderator's scoring on the question cards, if needed, to ensure accuracy before sending the Official Scoresheet to be recorded.
- Follow your tournament's procedures for turning in the Official Scoresheet.

The Basics of Scoring

- The team that wins the coin toss chooses whether to have odd or even-numbered questions. The team answering the odd-numbered questions must sit to the Moderator's left, and their school's name goes on the left side of the scoresheet. See example below.
- The team answering the even-numbered questions sits to the Moderator's right, and their school's name is on the right side of the scoresheet.
- All questions are worth 5 points. If a team gets only the title OR the author correct on an In Which Book question they receive 3 points. In a battle with steals, the other team then gets a chance to answer the rest of the question correctly for the remaining 2 points.
- Follow the Moderator's guidance.
- Occasionally there will be a Two-Part Content question. It will be stated on the question card, and the Moderator will announce that this is a Two-Part question. Follow the Moderator's guidance to determine whether 5, 3, 2, or 0 points are awarded. NOTE: If a team is asked a question, fill in the space with either a 5, 3, 2, or 0. If they are not asked a question (the other team answered it correctly so there was no opportunity to steal, or the battle does not have steals) use a hyphen (--). This will prevent errors.

Ask the Moderator to pause the battle should any conflicts in scoring arise.

Example Scoresheet (battle with steals):

Question Set: _____	School: <i>John Locke Elementary</i> <small>(Odd Numbered Questions)</small>	School: <i>Michelangelo Academy</i> <small>(Even Numbered Questions)</small>
"In Which Book" Question	Points Earned of 5	Points Earned of 5
1	5	–
2	2	3
3	0	0
4	–	5
5	3	2
6	–	5
7	5	–
8	2	3
"In Which Book" Subtotal:	17	18

Timekeeper

- Be familiar with the role of Timekeeper and the contents of this handbook.
- Attend the mandatory volunteer training prior to the Regional and State (if attending) Tournaments.
- Coin Toss: Oversee the coin toss. Toss a coin and let that team's Spokesperson say "heads" or "tails".
- The team that wins the coin toss may choose to answer either the odd-numbered or even-numbered questions.
 - The team answering the odd-numbered questions will sit on the Moderator's left. The team answering even-numbered questions will sit on the Moderator's right.
- Questions: The Moderator will read each question aloud. Start the timing device as soon as the Moderator finishes reading the question. Time for 15 seconds and verbally call, "TIME" when the 15 seconds ends. A team's Spokesperson may choose to answer in less than 15 seconds. Once the Spokesperson begins to answer, stop timing. **Do not interrupt an answer to call TIME.**
 - If the team uses the entire 15 seconds to collaborate, they must answer immediately upon "TIME" being announced.

- Challenges: At the end of the battle, the Moderator will ask each Spokesperson if there is a challenge. Provide 15 seconds for teams to decide whether or not to offer a challenge.
 - If a team chooses to challenge a question, they will have 2 minutes to find the page or passage in the book supporting their answer. Begin timing this 2 minute period when the Moderator hands the team both copies of the challenged book and tells the team they can begin. Call "TIME" when 2 minutes have elapsed. The team may find their evidence before the 2 minutes are up. If the Spokesperson hands the book to the Moderator indicating they are finished, stop timing. Do not count down the time (such as "one minute remaining").
 - At the end of the 2 minute time period, all team discussion must stop and the Spokesperson must give an answer.

Protocol for Challenges

- Coaches may not communicate with the team about whether or not to challenge a question.
- After the battle, the Moderator will ask both team Spokespersons if they want to challenge a question.
 - A team may only challenge a question that they were asked and had their answer ruled incorrect or partially incorrect. Each team may only offer one challenge per battle.
- The teams have 15 seconds for their Spokesperson to respond if they wish to challenge.
- Teams do not need to remember which question number they wish to challenge. They may describe the question to the Moderator.
- If both teams wish to challenge a question, the Moderator should handle one team at a time. Ask the teams which question they wish to challenge. The team to the Moderator's left should go first. The other team should remain silent.
- In the event that both teams were asked the same question in a battle with steals, neither response matched the answer provided on the question card, and both teams wish to challenge that question, the team that was asked the question first will be given the first opportunity to prove their challenge. If that answer is accepted by the Moderator, that team will be awarded the appropriate points and the second team will not be allowed to challenge that question, but will be given the opportunity to challenge a different question (with another 15 seconds to decide).
- Read the question **and** the incorrect answer given by the team aloud. The team must prove that the answer they gave during the battle was correct. They may **not** change their answer. (The Moderator will refer back to the incorrect answer they recorded on the question card during the battle.) The Moderator will provide the team with a copy of the book provided by each team. A team may not have more than two copies of the book, even if additional copies are available.
- The challenging team will have two minutes to find and mark the page numbers (use a post-it note) where the answer can be found in the book they named. **The Moderator should not provide the page number(s) of the answer given on the question card.** Note that page numbers in different copies may be different because of separate printings/publishers.
- The Timekeeper will begin timing **after** the Moderator provides the books to the challenging team and tells them to begin. The other team, coaches, and audience members must remain quiet during the two minutes.
- The Timekeeper will announce the end of the two-minute time period, and discussion must stop. There will be no countdown of time.
- Only the challenging team's Spokesperson will show the Moderator the exact evidence that supports their challenge. The Spokesperson should not explain their answer other than to point out where their answer is located in the book, unless prompted by the Moderator.
- The Moderator determines whether the challenge is successful or not. An answer may be considered correct only by way of textual evidence. If the Moderator accepts the challenge as successful, and the other conditions for gaining a score were fulfilled, then points shall be awarded and the scores amended.
- Only one team will be awarded the points for a correct answer by the Moderator. **The maximum score for any question is five points.**
- The Moderator will explain the decision and process of amending points to the teams.

- The Moderator and both the Official Scorekeeper and the optional scorekeeper (if using the board) will amend the points. Amending points may mean points are removed from the team who stole a question and awarded to the challenging team.
 - For example, in a battle with steals, Team A was asked question number 7 and were told that their answer was incorrect. Team B was able to answer the question correctly according to the answer on the card to steal 5 points. Team A challenges question number 7. It is determined that, in fact, Team A's original answer was correct (via successful challenge). Team A will receive the 5 points and Team B will have 5 points removed from their score.
- The Moderator's decision is considered final and there should be no further discussion.
- A team may only challenge a question that they have been asked and must prove their original response is correct. A team may not challenge any answers given by the opposing team.

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Appendix

Use the resources below as needed. The OBOB Executive Board prefers that you do not make your own versions of official documents. However, you may not need everything here, and items listed as “Samples” are merely suggestions or contributions from former Tournament Organizers. Regional Managers will receive digital copies of all forms and spreadsheets needed to host a tournament to allow for customization.

Left Blank Intentionally

Printables List & Packet Inventories

All Non-Packet Printables (extras, other)	Headquarters - Qty	Check-In Table - Qty
Site Map (lg scale for display, A4 size for all other)		
Pool Play and Full Day Schedule		
"Please Return" Signs		
Accommodation Pre-Approval Cards (use cardstock)		
Title/Author List		
Score Sheets (Pool Play-16, Bracets-16 Question, Bracets-24 Question, Bracets-32 Question)		
"Battle In Progress" Door Sign		
Incident Report Form		
Question Sets (follow directions sent with sets)		
OBOB Handbook (carry in binder for quick reference)		
Lanyard Nametags (for volunteers)		
Coach Packets	Moderator Packets	
Pool Play Schedule	Title/Author List	
Full Day Schedule	Opening Session Announcement	
Team & Coach Name Tags (stickers)	Rules/Procedures	
Map of School	Duties of Battle Officials	
Card stock for school name placard	Scoresheets (pre-labeled, if possible)	
Rules/Procedures	Question Sets	
Coach's Rules and Responsibilities	Door Sign	
Front of Coach Packet ...	Map of Building	
Coach Expectations and Responsibilities Contract	Coin for toss	
	Post-its	
	Pencils/Pen	
	Dry Erase Markers	
	Incident Report Form	
	Pool Play & Full Day Schedule	
	Protocol For Challenges	

OBOB Regional/State Tournament Purchasing Inventory *(not all items may be needed)*

Must Have = **; Supplies for Day-Of: MP=Moderator Packets; CP=Coach Packets; LT=Lead Team; RT=Registration Table

Item	Need	Qty	From	Price	Notes	RCVD	Total
<input type="checkbox"/> Question Sets **						<input type="checkbox"/>	
<input type="checkbox"/> Manilla Envelopes 10x13 (CP, MP)**						<input type="checkbox"/>	
<input type="checkbox"/> Manilla Envelopes 4x6 **						<input type="checkbox"/>	
<input type="checkbox"/> Colored Markers (CP/Common Area)						<input type="checkbox"/>	
<input type="checkbox"/> Dry Erase Markers (MP)						<input type="checkbox"/>	
<input type="checkbox"/> Pencils (MP, LT, RT)**						<input type="checkbox"/>	
<input type="checkbox"/> Pens (MP, CP, LT, RT)**						<input type="checkbox"/>	
<input type="checkbox"/> Sticky Notes (MP)**						<input type="checkbox"/>	
<input type="checkbox"/> Name Badges Holder (battle officials - optional)						<input type="checkbox"/>	
<input type="checkbox"/> Name Badge Insert (optional)						<input type="checkbox"/>	
<input type="checkbox"/> Name Badges (stick-on) (CP)**						<input type="checkbox"/>	
<input type="checkbox"/> Red dots (red 1/4") -no photos (RT)						<input type="checkbox"/>	
<input type="checkbox"/> White Cardstock - name tents, ADA Cards (CP)**						<input type="checkbox"/>	
<input type="checkbox"/> Printer Paper (reams) printing in advance						<input type="checkbox"/>	
<input type="checkbox"/> T-shirts for Runners, RM						<input type="checkbox"/>	
<input type="checkbox"/> Film for screen printing? <input type="checkbox"/> Get approval for reimbursement						<input type="checkbox"/>	
<input type="checkbox"/> Blank Mailing Labels (All packets and question sets)						<input type="checkbox"/>	
<input type="checkbox"/> Paper Clips (small)						<input type="checkbox"/>	
<input type="checkbox"/> Paper Clips (large)						<input type="checkbox"/>	
<input type="checkbox"/> Rubber Bands						<input type="checkbox"/>	

Other (food, thank you tokens, items paid for outside of OBOB) -

Item	Qty	From	Price	Purchaser	CC ****

2025-2026 OBOB Official Titles

The bookmark format of these lists is found on the OBOB website at oregobattleofthebooks.org.

The name of the series IS NOT part of the title! If the Spokesperson's answer includes the name of the series, teams will not be credited points!

9th to 12th Grade Division

- *All My Rage* by Sabaa Tahir
- *An Appetite for Miracles* by Laekan Zea Kemp
- *Cemetery Boys* by Aiden Thomas
- *A Crane Among Wolves* by June Hur
- *Dragon Hoops* by Gene Luen Yang
- *Legends & Lattes* by Travis Baldree
- *Promise Boys* by Nick Brooks
- *Seven Percent of Ro Devereux* by Ellen O'Clover
- *Ship Breaker* by Paolo Bacigalupi
- *Six Crimson Cranes* by Elizabeth Lim
- *The Sunbearer Trials* by Aiden Thomas
- *When We Make It* by Elisabet Velasquez

The name of the series IS NOT part of the title! If the Spokesperson's answer includes the name of the series, teams will not be credited points!

6th to 8th Grade Division

- *Aru Shah and the End of Time* by Roshani Chokshi
- *Asha and the Spirit Bird* by Jasbinder Bilan
- *Dealing with Dragons* by Patricia C. Wrede **(1)**
- *A Dictionary of Scoundrels* by Beth Lincoln
- *Dragon Pearl* by Yoon Ha Lee
- *Ellen Outside the Lines* by A.J. Sass
- *The Eyes and the Impossible* by Dave Eggers
- *Mexikid: A Graphic Memoir* by Pedro Martín
- *An Occasionally Happy Family* by Cliff Burke
- *Projekt 1065: A Novel of World War II* by Alan Gratz **(2)**
- *Rain Rising* by Courtne Comrie
- *Remember My Story* by Claire Sarnowski and Sarah Durand **(3)**
- *Soar* by Joan Bauer

- *Tagging Freedom* by Rhonda Roumani
- *Tumble* by Celia C. Pérez
- *Uprooted: A Memoir About What Happens When Your Family Moves Back* by Ruth Chan

- (1) **The questions for this specific title will be taken from the original text, not supplemental material. Any American edition of this book will prepare OBOBers for a battle, although page numbers may differ.**
- (2) **While a paperback edition of this book exists, it seems to be out of print and hard to locate, so we are using the readily-available hardback.**
- (3) **There is a paperback scheduled to be released in June, but since we can't guarantee that, we are using the hardback.**

The name of the series IS NOT part of the title! If the Spokesperson's answer *includes* the name of the series, teams will not be credited points!

3rd to 5th Grade Division

Better with Butter by Victoria Piontek

The City of Ember by Jeanne DuPrau (1)

Elf Dog and Owl Head by M. T. Anderson

Escape from Mr. Lemoncello's Library by Chris Grabenstein *Please note this is the original novel, not the adapted graphic novel by the same name!

Finding Langston by Lesa Cline-Ransome

Hatchet by Gary Paulsen (2)

Inside Out and Back Again by Thanh Hà Lại

Just Like Click by Sandy Grubb

The Lost Library by Rebecca Stead and Wendy Mass

The Million Dollar Race by Matthew Ross Smith

Number the Stars by Lois Lowry (3)

Odder by Katherine Applegate (4)

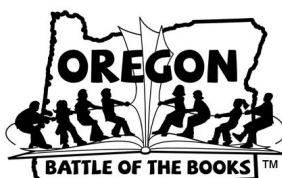
The Remarkable Rescue at Milkweed Meadow by Elaine Dimopoulos

The Secret Garden on 81st Street by Ivy Noelle Weir and Amber Padilla

Squished by Megan Wagner Lloyd and Michelle Mee Nutter

The Tail of Emily Windsnap by Liz Kessler

- (1) **Please note this is the original novel, not the adapted graphic novel by the same name!**
- (2) **The questions for this specific title will be taken from the original text, not supplemental material. Any American edition of this book will prepare OBOBers for a battle, although page numbers may differ.**
- (3) **The questions for this specific title will be taken from the original text, not supplemental material. Any American edition of this book will prepare OBOBers for a battle, although page numbers may differ.**
- (4) **Please note this is the novel, not the author's picture book by the same name! We are using the hardback edition as the paperback has only been published in the UK.**



Parent and Student Good Sportsmanship Contract

We recognize that healthy competitive experiences require support and input from both parents and student participants. This contract sets the expectation of good sportsmanship—specifically OBOB team members and parents. Please review pages 13, 20, and 32 of the OBOB Handbook for expectations governing behavior.

- Parents and student OBOBers agree to abide by the Regional & State Tournament Rules & Procedures in regards to their conduct during battles.
- Parents and student OBOBers agree to model the principles of good sportsmanship for each other and all others in attendance.
- Parents and student OBOBers agree to accept the decisions of the Moderators respectfully and contribute positively to team sportsmanlike behavior.
- Parents and student OBOBers understand that Internet capable devices are not allowed to be used for any reason during battles and agree to turn them off and put them away when asked to do so by the Moderators. (Notify your Coach if accommodations are needed.)
- Parents agree to stress the importance of respectful behavior toward Coaches, Battle Officials, and other teams through conversation with their children, as well as by setting a positive example.
- Parents agree to give encouragement and support to their children regardless of their degree of success.
- Student OBOBers agree to encourage one another regardless of success, skill, or playing time in battles.

I agree to abide by this contract and understand that failure to do so may result in penalties for my (student's) team including loss of points, being asked to leave the battle room, or disqualification from the Tournament.

Student Signature _____

Date _____

Parent Signature _____

Date _____



Coach Expectations & Responsibilities

We recognize that a healthy competition requires the support and input of coaches, as well as participation by students and their families. This may look different in each age Division, but this contract sets the Expectations & Responsibilities required of all coaches before and during the Regional and State Tournaments. Use this checklist to ensure you've fully prepared your team and guests.

I have ...

- Read the OBOB Handbook in its entirety. (Found on the OBOB website: Resources > Documents)
- Ensured that all members of my team have been taught the value of good sportsmanship and are aware of the Regional & State Tournament Rules & Procedures regarding both game play and good sportsmanlike behavior.
- Communicated with my team's supporters to be a quiet and respectful audience prior to the day of the Tournament.

I will ...

- Ensure my team and their audience understands the behavior expected of them during the Tournament.
- Model the principles of good sportsmanship for all in attendance. This includes not speaking during the tournament at any time, except as defined within the OBOB Handbook (pg. 33)
- Give encouragement and support to my team regardless of the outcome of the day.
- Stress the importance of respectful behavior toward the opposing team's members, as well as Battle Officials, by talking with my team and by setting a positive example.
- Accept decisions of the Moderators respectfully and contribute positively to team attitude.
- Serve as a role model and support all teams participating.
- Attempt to correct any behavior exhibited by guests accompanying my team that is in violation of the good sportsmanship outlined in the OBOB Handbook, this document, and the Parent and Student Good Sportsmanship Contract.
- Remind my team to check that the score on the Official Scoresheet is correct before they initial it. Once the Official Scoresheet leaves the battle room, it cannot be changed.

I agree to abide by this contract.

Name (Print) _____

Coach Signature _____

Date _____

Accommodation Pre-Approval

Date: _____ Reg/Div: _____

_____ school has a pre-approved accommodation. If this includes use of a restricted device, it must remain visible to the Moderator at all times, unless otherwise stated.

Student

Guest

Moderator Instructions: This is for your information only. You may acknowledge that an accommodation has been approved of by the OBOB Administrative Chair, if asked. Follow all instructions provided on this card. *(may continue on back)*

Description: _____

Use the back of this card if detailed instructions are necessary.



(Tournament Manager)

(Cut here)

Accommodation Pre-Approval

Date: _____ Reg/Div: _____

_____ school has a pre-approved accommodation. If this includes use of a restricted device, it must remain visible to the Moderator at all times, unless otherwise stated.

Student

Guest

Moderator Instructions: This is for your information only. You may acknowledge that an accommodation has been approved of by the OBOB Administrative Chair, if asked. Follow all instructions provided on this card. *(may continue on back)*

Description: _____

Use the back of this card if detailed instructions are necessary.



(Tournament Manager)

Incident Report Form

Relevant incidents include nuisance or disturbance on facility premises, verbal abuse, threats, aggression, and physical violence. Where possible, the form should be completed before any discussion between witnesses is possible, as this might lead to allegation of collusion. For any incident involving or witnessed by a visitor or student, a member of OBOB should complete the form on their behalf. The completed form should be passed to a person in charge, for appropriate action and recording.



Date/Time of incident _____

Date incident reported (if different from above) _____

Name of person reporting incident _____

Member of OBOB recording incident _____

Name(s) of person(s) and school causing incident

—
(where name(s) is/are unknown, provide other details of which may allow their identification)

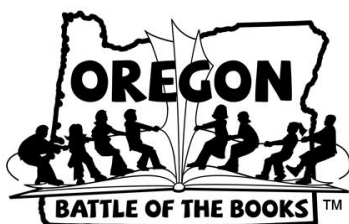
Relationship to OBOB (parent/caregiver/visitor/participant/coach) _____

Full description of incident

Names of any witnesses _____

Initial action/outcome (e.g. informal conciliation; warning or banning letter issued)

Summary of subsequent actions taken by OBOB



INFORMATION FOR TEAMS ADVANCING TO STATE

In lieu of using the online Google Form:
OBOB Regional Tournament Managers must
email this form **within 5 days** of their
Regional Tournament to obobstateteam@gmail.com.

Qualification Form for Regional Teams Advancing to the OBOB State Tournament

Region and Division: _____

City/Town: _____

School or Library Name: _____

Team's Name: _____

***Coach's Name (First and Last):** _____

***Coach's Phone Number: (Personal)** _____

(School) _____

Coach's Email Address: (Personal) _____

(School) _____

Team Members: First and Last Names

1. _____

2. _____

3. _____

4. _____

5. _____

(please note any team members that *may not* be photographed with an asterisk *)

**Coach's personal phone and email is requested.*

This information is **essential** in helping communicate with the qualifying teams advancing to the 2026 OBOB State Tournament.

OREGON LIBRARY ASSOCIATION
EXPENDITURE REIMBURSEMENT REQUEST FORM (ERRF)

Date:

Make Payable To:

Address:

Phone Number:

Role (select one): Executive Board Title Selection Committee

Committee: [Oregon Battle Of the Books, OASL](#)

Authorized By: [Isabel Johnson](#) Signature of Approver*:

Budget Line (select, if known): Enterprise LSTA

CHECK APPLICABLE CATEGORIES AND ENTER AMOUNT IN EACH.

X	Category	Amount	To Lobby Public Opinion?	To Lobby Legislative Body?
<input type="checkbox"/>	Supplies		No	No
<input type="checkbox"/>	Postage		No	No
<input type="checkbox"/>	Printing (quest. For Regionals)		No	No
<input type="checkbox"/>	*Travel: _____ X \$.625 per mile = _____		No	No
<input type="checkbox"/>	Lodging			
<input type="checkbox"/>	Parking			
	Total			

Reimbursements are due **2 weeks** after your receipt date.

Reimbursement requests must include a copy of your receipts!

Checks are cut and mailed to the provided address monthly.

Submit to Isabel Johnson

Email (preferred; in pdf format)
obobfinancechair@gmail.com
Text a photo to: 503-679-1913

Mail: Not accepted this year.
Please email Isabel for assistance.

*Each request must be authorized by the appropriate committee or round table chair, division president, or the OLA President or Treasurer. Requests without an appropriate signature will be referred back to the committee, round table or division. This can result in significant delays in processing payment.

BATTLE IN
PROGRESS

**DO NOT
ENTER**

UNTIL THE DOOR IS
OPENED FROM THE INSIDE

**PLEASE
RETURN
PENCILS,
PENS
& SUPPLIES
HERE**

**PLEASE
RETURN
FOLDERS/
ENVELOPES
HERE**



Opening Session Announcement/Disclaimer:

The Oregon Battle of the Books Committee members have thought carefully about rules and how best to organize this competition. Please understand that it is our intent that everyone has a terrific day, practices good sportsmanship, and remembers that the real goal of Oregon Battle of the Books is *the importance and pleasure of reading*.

It is possible that something that becomes important to you has been overlooked or not considered. We hope that you will share suggestions and thoughts so they may be considered in the following years. A team of many volunteers has worked very hard to select good books, write strong questions, and stage this event. The best has been done to ensure a fair and impartial outcome.

Good luck to each of the teams, coaches, librarians, teachers, and parents who have supported Oregon Battle of the Books.

Opening Session Script

Present to whole group:

- Welcome to all the teams!
 - You are all winners!
 - All students on teams in this auditorium should be commended on success at their school level.
 - Outcomes of today's regional battle are important but it is also important to remember to celebrate successes to this point.
- Review purpose of OBOB
- Introduce self
- Thank you to host(s) _____
- **Thank you to the Oregon Library Association and the Oregon Association of School Libraries for their continued support of OBOB.**
- Thank you to our wonderful dignitaries: _____
- Thank you to volunteers – OBOB is all-volunteer run, with no paid positions
- **Read Aloud Announcement/Disclaimer**
- Pull and Read!!!
- Audience behavior:
 - Turn off cell phones
 - Teams - when entering the room, please hand your set of books to the moderator. (Don't forget them at the end of the round!)
 - Please use discretion/keep photography to a minimum, respect that teams don't need distraction. Students who cannot be photographed will have a color sticker on nametag. ○ No babies/toddlers unless silent
 - No talking during a battle, only ones to talk should be spokespersons and moderator. Participants must be quiet during the contest. Good sportsmanship is key to enjoying OBOB.
 - Try not to leave/enter the room while a battle is occurring.
 - Dispose of food/trash, you are a guest at the school.
 - Teachers are showing trust sharing their rooms; please leave it as you found it.
 - During the competition time, please keep quiet in hallways.
 - Come back to the _____ after the battles.
 - Please stay and support final teams which will represent this region at state competition.
- Round/schedule review
 - There will be two rounds of pool play. Each team will battle twice in each round of pool play. The scores of the four battles will be added together to determine which teams will proceed to the following rounds of competition.
 - Point out 16 questions per round, each team plays 2 rounds, then top 8 (or 16) teams based on points battle, then top 4 teams based on points battle, then final two teams battle with 32 questions.
 - Ties: If there is a tie during a pool-play round, there will be NO tiebreaker questions.

The points accumulated will determine seeding for the bracket play; wins do not determine this. If there is a tie between teams with their total points from the two rounds of pool play, there will be a special tiebreaker round. This only occurs if there is a tie for the top teams for bracket play (16, 8 or top 4 teams).

- Question round explanation
 - First 8/16 questions will be "In Which Book" the Second 8/16 questions will be "Content" questions.
- Coin toss procedure review
 - To determine where teams will sit (to receive even or odd questions) there will be a coin toss. The team that wins will choose where they'd like to sit.
- Alternate(s) rotation option reminder
- Challenge procedure review
- At the end of a battle, the Moderator/Reader must allow 15 seconds for challenges to be articulated through the team's spokesperson only. If there are no challenges, the final score will be announced and a winner will be declared.
 - The challenging team will have TWO minutes to find and mark the page numbers (with a post-it note) where the answer can be found in the book they named.
 - The timekeeper will begin timing after the Moderator/Reader recognizes the challenge and copies of the book are given to the challenging team.
 - When time is called, discussion must stop.
 - The official timer will announce only the end of the TWO minute time period.
 - The challenging team should be able to provide exact reference to a page in the book so the judge can refer to the correct passage.
 - The judge determines whether the challenge is successful or not. An answer may be considered correct by way of inference. If the judge accepts the challenge as successful, and the other conditions for gaining a score were fulfilled, the points shall be awarded and the scores amended.
 - Limit of 1 challenge per round.
 - The judge's decision is final.
- Optionally, you can use the Speech to Parents Encouraging Good Sportsmanship by Heidi Pramuk below.

Let the battles begin!

Sample Speech to Parents Encouraging Good Sportsmanship by Heidi Pramuk

(Ask students to come forward and join you to face their parents before you begin.)

Parents and Entourages,

When you look at these children here, you see your beloved child. You see a child that you would give the world for. We know this about you.

You also see a whole bunch of other kids that you've never seen before. Here's the important thing: every single one of these kids here today is somebody's important, beloved child. Every. Single. One of them.

And as you go through the day today, as competition gets intense, that is a really important thing for you to remember.

Every child here is a loved child. And we want every child here to leave knowing that.

As parents, some of you—no, ALL of you—are going to have an opportunity today to help your kids grow into the kind of people you want them to be.

Of these teams here, we have (#) team(s) whose parents will be helping them celebrate the accomplishment of going on to State. (#) team(s)!

We have (#) teams whose parents will be helping them learn how to deal with disappointment. We have (#) teams whose parents will have the opportunity—*the opportunity*—to help their kids learn that even when you work really, really hard...even when you do your very, very best...sometimes, you don't win. That's part of life. And it's an important part of life for your kids to learn about.

So, parents, when you have that opportunity today, **don't squander it.**

This is your chance to help your child learn that they can be proud of their accomplishments, they can be proud of how hard they worked, and that YOU are proud of them, even if they don't go to the next level.

Because at the end of the day, there are going to be some kids that are disappointed. You are the ones who have the **privilege** and **responsibility** of helping these kids learn how to handle that disappointment. Maybe it's a lesson on how to focus differently for next year. Maybe it's a lesson that says, "You know what? We had a great time! And we're celebrating that you did so well in the OBOB tournament that you made it to Regionals! Let's go get ice cream." There are ways to celebrate with your kids no matter what.

Parents, make a commitment to yourselves right now that you will find a way to let your kids know: You love them.

You know they did the very best they could.

And that even if they don't win today, you **still** love them.

They need to know that.

And that's your job.

Sample Pre-Event Press Release 1

Be sure to have proper dates and spellings of places and names.

Press Release *date*

OREGON BATTLE OF THE BOOKS

The 2026 regional Oregon Battle of the Books tournament will take place on Saturday, *date* at *location*. Team check-in and volunteer training start at 8:00 am and matches begin at **(time)** am. Teams from _____ Counties in divisions 3-5, 6-8, and 9-12 will compete. The top teams in each division will move on to compete at the state OBOB finals on April **date** at Chemeketa Community College in Salem.

At our regional Battle of the Books fifty-two teams will participate in a round robin, quiz bowl type competition hosted by the Roseburg High National Honor Society, the Douglas County 4H program, and Roseburg Public Schools. Students in each division read up to 16 books and answer questions on the content of those books written by volunteer teams of teachers, librarians, and others.

Participation in this competition fosters a love of reading in students and can generate much excitement about academic achievement. The program continues to grow each year to the point now where thousands of students participate at the school level in this important literary enterprise.

In many schools the final school team is selected in a competition held in front of the entire student body, so the reach of the program extends beyond just participating team members. The positive image of reading created by the Battle of the Books has incalculable effects on attitudes toward reading of a large number of area students.

For more information visit

Oregon Battle of the Books

<http://www.oregonbattleofthebooks.org>

Email contacts:

Jennifer Park (provide email address and/or phone number)

Judy King (provide email address and/or phone number)

Terri Middle (provide email address and/or phone number)

Mary Mintoock (provide email address and/or phone number)

An Address to OBOB Students

By Heidi Pramuk

The tournament's beginning
You'll show us what you know.
The sixteen books you've read this
year
Have helped you learn and grow.

You've learned about commitment
Perhaps you've made new friends,
But the joy you found in reading
Is a treasure without end.

You've learned to work with
teammates, With respect, with quiet
pride,
And have found the stress of battle
less
When working side-by-side.

Now, you're at Regionals.
You may be nervous, tense, or
scared.
But you persevered; you made it
here;
You're here because you dared.

This lesson is important as you go
on in life.
Find good friends, work as team,
Choose kindness over strife

We all hope that you keep reading
books
That you can ponder, grow, and
feel. That you firmly grasp the
power in books
To strengthen and to heal.

And know that when we look at you,
We burst with joy and pride
At the people that you choose to be,
Minds to learning open wide

Glossary of Terms

Advance - when a team wins the Round to Go battle at the Regional Tournament they Advance to State.

Alternate - a fifth player on a team who is not allowed to participate during a battle. Players may take turns being the alternate between, but not during, battles.

Battle - a single bout of competition between two teams that features an equal number of In Which Book and Content questions for each team.

Bracket Rounds/Bracket Play/Knockout Round - elimination rounds that are seeded based on the accumulated scores of teams during Pool Play. The winning team from each battle moves on to the next round of play while the losing team is eliminated from the competition.

Division - and age range of competition: 3rd-5th grades, 6th-8th grades, and 9th-12th grades.

Planning Committee - a group of more than one volunteers under the direction of a Tournament Manager helping organize and run a tournament at any level.

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Qualify or Confirm - the Site Coordinator will submit the Qualifying Team's information to the Regional Manager and they will represent their site at the Regional Tournament.

Registration - when a school or public library elects to participate in OBOB each year by filling out the registration on the OBOB website and submitting the registration fee that includes local tournament question sets and the entry of one team (per division) to the Regional Tournament. Sites must register and pay for each division separately.

Site Coordinator - the volunteer responsible for organizing their local tournament and communicating with OBOB. They may run it themselves, with a team, or ask others to run the local tournament as long as they are in communication with OBOB.

Regional Manager - the volunteer responsible for coordinating the tournament where one team from every school and public library in a region compete to advance to the State Tournament.

Steal - teams may earn points by answering the unanswered parts of questions given to their opponents in all rounds of a tournament except Pool Play in the 3-5 and 6-8 divisions.

Student Popular Vote - students attending Regional Tournaments will vote on their favorite book from that year's title list and the OBOB Executive Board will release the results from around the state.

Student Choice Vote - participants at the State Tournament vote on the final title to be selected for the next season's title list for each division.

Tournament Manager - the person responsible for organizing a tournament at any level of competition: local, regional, and state.