



Coach Handbook 2019-2020

an initiative of
Chautauqua Institution

Important Information

Battle of the Books will be held from on **Saturday, May 2, 2020** at the Amphitheater at Chautauqua Institution. The program will begin at 2 p.m. will last approximately three hours.

Registration

- Registration begins **Tuesday, October 15, 2019** at chq.org/battleofthebooks. Each team may register only once. Registration ends **Friday, November 15, 2019** at 11:59 p.m.
- Please review the registration form to ensure that whoever is designated to register the team has the necessary information, including any special needs students may have.
- A team consists of **five fifth-grade students from the same school**.
- Due to privacy concerns, Battle staff cannot share information about participating students. Please contact your school's librarian to determine if other teams from your school are participating or to identify students interested in competing.
- Coaches will be emailed by **November 22, 2019** to confirm team participation.
- The last day to change team name and/or team members is **March 23, 2020** via email to kschiavone@chq.org. Coaches must receive a return email to confirm team name and/or student change(s).

Mandatory Coaches Meetings

The coach or a designated adult for the team **must** attend:

- One of the mandatory coaches meetings offered on either **Wednesday, December 4 from 6 p.m. to 7 p.m. or Saturday, December 7 from 10:00 to 11:00 a.m.** at the Turner Community Center at Chautauqua Institution, 4840 West Lake Rd, Chautauqua, NY 14722.
- One of the mandatory logistics meetings in April (dates TBA) **from 6:00 to 7:30 p.m.** at the Amphitheater.

Book Availability

- Courtesy of the Battle's generous donors, each team will receive a set of books, which **must** be picked up at one of the mandatory coaches meetings (see above).
 - All questions will come from the specific editions given to teams (see page 10 for ISBNs). All parts of those books will be considered fair game for questions. (Books borrowed from libraries or purchased elsewhere may have slightly different features, so when studying books for features such as illustrations or text, use copies given to the team by Battle staff.)
- Books are available through the Chautauqua-Cattaraugus Library System branches. Battle books are subject to the same circulation period and fines as other library materials. Check your local library branch for specific policies on circulation and fines.

Rules and Procedures

Check-in Procedures (specific times TBA)

1. A team consists of five students. A team may register with only four students, however it is recommended that a team consist of five students. Each student must turn in a signed participation form and photo release form to compete.
2. **Each team must have at least three students checked-in at the Battle location by 1:45 p.m.** If at least three students are not present at this time, the team will be disqualified. **After this time, no other team members will be allowed to participate.**
3. **Each team must have an adult coach present at the Battle.** In case of an emergency which prevents a coach from being present, another adult must take the coach's place or the team will be disqualified.
4. Coaches or their designees check in and receive their information packets and participation certificates starting at 12:00 p.m. at the check in area. Coaches then proceed to the designated staging area to await the arrival of their students.
5. A packet of pencils, answer sheets, and other supplies will be available on their chair at the grid.
6. If accompanying their coach, students will be allowed to check in at 1 p.m. Otherwise, **student check-in begins at 1 p.m.**
7. Once students have checked in, they will be accompanied to the designated staging area for team pictures and to line up for the procession into the Battle venue.
8. **No cell phones, electronic devices, or other reading materials will be allowed on the floor by coaches or students.**

How the Battle is Played

1. Team members sit together on a mat in a grid on the floor. A chair will be provided for each coach. No blankets, pillows, or sit-upons will be permitted on the floor. For safety reasons, no items may extend beyond team grid spaces. Items in the aisles will be removed. Team signs must be placed under the mats during the Battle.
2. While coaches march in with their teams, they do not sit with their team during the Battle. Coaches accompany their teams to their team's assigned grid, then will be instructed by the emcee during welcoming remarks when to move to sit with another team that they are expected to moderate and encourage during the Battle.
3. The moderator asks questions about the books. The moderator will read the question number, which the scribe should record on their answer sheet. The moderator reads each question only two times.
4. The Battle includes at least one question about each book.
5. Four different types of questions may be asked (see p. 11).
6. Teams have 30 seconds to quietly discuss and record their answers. The scribe (team member designated to record the answer) circles the title and author on an answer sheet.

7. When the 30 seconds are up, time is called, all pencils must be put down, and the answer sheets must be held up by the scribe to be collected by a volunteer. Even if the team did not record an answer, the blank answer sheet will still be collected.
8. After the answer sheets are collected and delivered to the scorekeeper's table, the moderator announces the correct title and author to the audience.
9. A coach must make any allegations of cheating to a staff member before the start of the next round. The matter will be taken to the head judge for a ruling.

Answering and Scoring

1. All scores are based on answer sheets only. A sample is pasted below. Answer sheets will feature numbers associated with book titles and letters associated with authors that students are to circle. Teams will be given a reference sheet listing titles and authors with their information packet at the start of the Battle. There will be no writing book title and author names (see p. 12 for sample answer reference sheet).

<Team Name>
Question # _____

Title: 1 2 3 4 5 6 7 8 9 10

Author: A B C D E F G H I J

2. Each question is worth two points. Each round will contain one bonus Battle question worth double points (four total).
3. Each team has the potential to earn one point for the correct title AND one point for the correct author. However, BOTH title AND author must be correct to earn the points. No points are awarded if either the title or author is incorrect. In other words, the only way to receive two points is to circle the correct title AND the correct author on the answer sheet.
4. The correct title will be counted as one point if no author is circled. Points will not be awarded if the title is blank and the correct author is circled. Therefore, if a team is sure of a title, but does not know the author, it is to the team's advantage to circle the title and do not circle any author.
5. Please refer to the 2020 Battle of the Books book list for the list of titles and authors. (chq.org/battleofthebooks) All competition questions will come from the specific editions given to teams by Battle staff. All parts of these books will be considered fair game.
6. The Battle of the Books head judge is the final authority on correct or incorrect answers.
7. The team with the most points at the end of the final round will be the winner. In the event of a tie, those teams will participate in a "tiebreaker" round.

- a) First- through third-place tied teams will be invited to come to the front of the grid and answer five questions with a 15-second time limit.
- b) After scores for those questions are tallied, the moderator will announce the winners. However, if teams are still tied, the Battle goes into sudden death.
 - 1) Sudden death consists of an additional set of five questions with a 15-second time limit.
 - 2) After each question is read, the teams submit their answer and the moderator will announce whether teams are still tied or if one is the winner.
 - 3) Based on the Standard Competition Ranking, if teams are still tied after the fifth sudden death question, those teams will be awarded first place. The next highest scoring team will be awarded third place (i.e., two first place teams and one third place team). If three or more teams are tied for first place, there will be no further ranking.
8. Overall winners and category winners will be posted on the Chautauqua Institution website following the Battle.
9. **Scores will not be posted. Coaches will receive their team score approximately seven (7) business days after the event. All scores are final.**

Prizes

- Each member of the top-scoring team (first place) will receive a complete set of the 2019 CLSC Young Readers book selections approximately two weeks after the event.
- Members of the three top-scoring teams will receive medals, which will be awarded at the close of the event.
- The schools of the three top-scoring teams receive trophies, to be delivered to the school approximately two weeks after the event.
- Certificates will be awarded at the event to teams for Best Costume, Best Team Name, Best Team Spirit, and Best Sportsmanship.
- All students receive a Certificate of Participation.

Coaching Responsibilities

The coach or a designated adult for the team **must attend one** of the mandatory coaches meetings **AND one** of the mandatory logistics meetings (see p. 2).

A coach may serve as coach for only ONE team.

Basic responsibilities:

- Act as communication link between Battle staff and team members and parents regarding all information and materials for Battle of the Books, including book and ticket distribution.
- Since email is the primary method of communicating with coaches, please ensure the email address entered into the registration form is one that is regularly monitored.
- When communicating with Battle staff, please use kschiavone@chq.org or stoth@chq.org.
- Notify Battle staff of any special needs of your team members by **March 23, 2020**.
- Ensure that your team's name has been confirmed by Battle staff in case multiple teams select the same name.
 - You may wish to develop a list of alternate names in case your team's requested name has already been claimed.
 - The last day to make changes to team name and participating students is **March 23, 2020**.
- **Submit signed participation forms and signed photo release forms for themselves and each team member by March 23, 2020.**
- Read each of the books to assist teams with preparation.
- Explain the answering and scoring procedures to your team (see p. 4).
- Make sure your team demonstrates good sportsmanlike behavior throughout the Battle. Be responsible, respectful and ready!
- Ensure that your team members **and their families** understand the rules of the Battle and expectations on the day of the event.
- Ensure that your team members **and their families** are aware of the Battle date and location.
- Please remind students and parents to stay off of the floor/grid at the Battle event. Please do not walk across the mats.
- Ensure your team has transportation to the Battle on the day of the event.

During the actual Battle, each coach will act as monitor for another team. You will be asked to:

- Leave your packet of Battle supplies (answer sheets, pencils, etc.) with your original team.
- Make sure that the team you are monitoring remains quiet during the reading of the questions.
- Ensure that the team you are monitoring stops writing at the end of the 30-second time limit (whether or not their answer is complete).

- Most importantly, remain focused on the team you are monitoring. Please remember that these students need your encouragement.

No cell phones, electronic devices, or other reading materials will be allowed on the floor at the Battle by coaches or students.

Build team spirit:

- Meet regularly.
- Decorate team T-shirts or create other costumes.

Costumes:

- Costumes must comply with all requirements listed in your school district's student dress code, including but not limited to:
 - No gory costumes (blood, guts, skeletons, ghosts)
 - No masks
 - Costumes may not include toys that resemble weapons (guns, knives, swords, machetes, axes, blades, etc.)
- If you are not allowed to wear it to school, you are not allowed to wear it to Battle of the Books.
- To protect the floor, no glitter on costumes is permitted. Glitter glue is acceptable as long as it will not shed glitter on the floor.
- To avoid tripping hazards, please refrain from using cumbersome props or decorations like feathers that easily detach from costumes. As a reminder, no roller blades, skateboards, cleats, high heels or other footwear that could damage a floor are permitted.

Signs:

- Create a sign for your team to hold when marching in the parade. The purpose of the sign is to identify your team.
- Book titles, authors, and/or covers may NOT be a part of the team's costume or sign. When creating a sign, keep in mind that teams will be sitting in a small amount of space and posters will need to be stored under your mat. **The sign should be no larger than a standard poster board, 22" x 28"**.
- It is recommended that you do not use 3-D items such as beads, feathers, etc. on your sign, as it will be stored under your mat during the Battle.
- To protect the floor, no glitter on signs is permitted. Glitter glue is acceptable as long as it will not shed glitter on the floor.

Prepare for the Battle:

- Decide who will read each book. It will be to your team's advantage to make sure at least two team members read each book. In the past, the most successful teams have had all team members read the books and then assigned "experts" for each book.

- Decide how often you will meet to discuss the books.
- Hold mock battles or “Jeopardy” style games based on the books.
- Have students compose practice questions to quiz each other during the meetings. Please refer to the Types of Questions section (p. 11). Remember questions on all parts of the books are valid.
- Contact your school to determine if other teams from your school are participating so you can practice together.

Encourage and reward students

- Offer praise and encouragement.
- Serve snacks at your meetings.
- Play a game before your meetings.
- Have a party after the Battle.
- Keep it fun and make happy memories.

Questions?

Please check the FAQs on the Battle of the Books website: chq.org/battleofthebooks.

If your questions are not answered, please email us at youth@chq.org.

Continue to check the FAQs page for updated information.

Important Information for Parents

1. The Battle will be held from **on Saturday, May 2, 2020** at the Amphitheater at Chautauqua Institution. The event will begin at 2 p.m. and last approximately three hours.
2. If accompanied by their coach, students may check in at the Amp at 12 p.m. All other students may begin checking in at 1 p.m. **All team members must be checked in by 1:45 p.m.** Any students arriving after that time will be disqualified.
3. **Signed participation forms and signed photo release forms** are required for each coach and team member. They will be posted to chq.org/battleofthebooks and **must be returned by March 23, 2020.**
4. No tickets will be distributed for this event. All are welcome to attend! Children not participating in the Battle must be accompanied at all times by an adult. Children are not permitted to roam the venue unattended.
5. The Battle consists of four rounds of questions. There will be a 15 to 20-minute break after round two.
6. **Appropriate footwear must be worn** so the floor is not damaged. Roller blades, skateboards, cleats, high heels, etc. are not allowed. Similarly, to avoid tripping hazards, costumes with features and other easily detachable decorative elements are discouraged.
7. Food and beverages:
 - o Feed your child lunch before arriving at the Battle location.
 - o **No food or drinks are permitted inside the Amphitheater. All will be confiscated.**
8. Your child should use the restroom before arriving at the Battle, as bathroom space and time before the Battle are limited.
9. No cell phones, other electronic devices, or books are permitted on the floor.
10. As the Battle date approaches, visit chq.org/battleofthebooks for updated information.
11. **Scores will not be posted. Coaches will receive their team score approximately seven (7) business days after the event. All scores are final.**
12. Team and other event photos will be posted to the Chautauqua Institution Facebook page (www.facebook.com/chq1874) within two weeks after the Battle.

2020 Battle of the Books Book List

Please Note:

Each team will receive a set of books with the ISBNs listed below. All competition questions will come from the specific editions with the ISBNs noted below.

ALL PARTS of those books will be considered fair game for questions.

Keep in mind:

Books borrowed from the library or purchased elsewhere may have slightly different features in the book, **but the main content is the same.**

When reviewing/studying books for features such as illustrations or text features, **please use the copies given to the team.**

Book list available at chq.org/battleofthebooks on October 31, 2019

Types of Questions

The answer to any type of question is always the title of the book and the author. Examples:

A direct quote from one of the characters

Q: "I am nothing but a half-crazed, feather-headed old maid."

A: *Ghosts I Have Been* by Richard Peck

Q: "What is a library?"

A: *Aunt Chip and the Great Triple Creek Dam Affair* by Patricia Polacco

A statement about something that happens in the book

Q: In which book does a family's special friend arrive inside the coat of a man looking for a job?

A: *How It Was With Dooms* by Xan Hopcraft

Q: In which book do we learn that King Louis XIV had a collection of 413 different beds?

A: *Complete Book of the Night* by Sally Tagholm

A passage directly from the book

Q: "Her hair was yellow and her face was yellow because she had always been ill in one way or another."

A: *Secret Garden* by Frances Hodgson Burnett

Q: "Out of all of his dreams, his was the one he liked the best, even if it seemed to be the one most out of his reach."

A: *Heat* by Mike Lupica

Details about an illustration or picture

Q: In which book does a nasty lady wear crescent moon earrings?

A: *Frog Prince Continued* by Jon Scieszka

Q: In which book will you find illustrations of water ballet moves?

A: *Regarding the Fountain* by Kate Kilse

Sample Answer Reference Sheet

Students will need to circle the number of the correct title and the letter of the correct author. This is an example of what that the reference sheet and answer card will look like. For example, if the answer to a question is *Pax* by Sara Pennypacker, students would circle 2 G on the answer card.

Note that this is an example only. The titles and authors will not correspond to these letters and numbers at the actual Battle.

SAMPLE

Battle of the Books Reference Sheet

Titles

1. *Wonder*
2. *Pax*
3. *The Phantom Tollbooth*
4. *Inside Out & Back Again*
5. *The True Blue Scouts of Sugar Man Swamp*
6. *Candy Bomber: The Story of the Berlin Airlift's "Chocolate Pilot"*
7. *What's the Big Idea, Ben Franklin?*
8. *The Wild Robot*
9. *El Deafo*
10. *Good Masters! Sweet Ladies!*

Authors

- A. Peter Brown
- B. Michael O. Tunnell
- C. Jean Fritz
- D. Laura Amy Schlitz
- E. Cece Bell
- F. R.J. Palacio
- G. Sara Pennypacker
- H. Thanhha Lia
- I. Kathi Appelt
- J. Norton Juster