24 game | 24 challenge®

24 Challenge®
Tournament Handbook

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24 Challenge® Tournament Handbook

Planning for Tournament for 100+ Students
A 24 Challenge® Tournament is a half-day event. Typically it begins with student and proctor registration at 8:30 and concludes around noon.

Selecting Venue and Date
Important criteria for selecting the venue are its seating capacity for student participants, as well as location, cost, and parking.

You will need to have tables and chairs for students to compete.

FOUR students to ONE table

The venue must also have room for a large table at the front of the room to display prizes, as well as a podium and microphone.   If your room has built in projectors and screens you may want to use a Power Point slide show for reviewing rules during the tournament.

You will also need Registration Tables, preferably one for each participating grade level, somewhere adjacent to room where the event will be held, such as in a building entrance or hallway.

You may decide to invite parents, in which case your venue must have additional seating.

If you are having an AM event it will be very helpful if you have access to your to venue the afternoon before the event in order to set up.

The date you select should allow ample time to announce the tournament and disseminate information about which students are eligible (Grades 4-8) and the total number of students who will be able to attend. That number is determined by the size/capacity of your venue.

It is important to allow a few months for students to practice, and for educators to implement classroom, school and district competitions that will determine who attends the IU competition.

Tournament for Grades 4-8

Fourth - eighth grade students will be combined into three grade groups:

Grades 4/5
Grade 6
Grades 7/8

24® Game editions used

Round 1 – Single Digits
Round 2 – Double Digits
Round 3 – Variables (Semi-Finals and General)
Round 4 – Double Variables (Finals)

Rounds 1 and 2 are 20 minutes.

Round 3 is 10 minutes for Semi-Finalists.
There is no time limit for General Round 3.

Round 4 (Finalists only) has no time limit.

Students are seated 3 or 4 to a table. All students play 3 Rounds as explained in the "Running the Tournament" section on page 13.
Round 4 is played by Finalists only.

Announcements – Reminders – Registration

Announce your tournament within a few days of securing the venue. You can send the announcement via email or any other medium you have available.

Send the announcement out to as many educators as possible including curriculum directors, district level math personnel and principals.

Make sure your colleagues are aware of the tournament so they can be promoting it with their contacts as well.

Use the following Tournament Communication Checklist to aid you in communicating information about your IU Regional 24 Challenge® tournament.

Tournament Communication Checklist

SAMPLE CHECKLIST based on a May tournament date
(Adjust to your tournament date)

Sept-Oct
Venue Selection   Date   _____

Tournament Date   **DATE**   _____

Sept-Oct
Send Tournament Announcement   Date   _____

Sept-Oct
Schedule Educator Workshop   Date   _____

Workshop Date   **DATE**   _____

Educator Workshop Invitation Sent   Date   _____

December
Reminder Announcement   Date   _____

Jan-Feb
Are you planning to send students form   Date   _____

March
Reminder to conduct school/district
playoffs before Registration Deadline

IU Tournament Registration Deadline   **DATE**   _____

April
Send Registration and   Date   _____
Photo Release Forms

May
Tournament

Send lists of Winners to Press and   Date   _____
School Contacts

Student Registration

There are two main factors to consider about student registration:

• Size and seating capacity of your venue

• The number of schools/districts planning to send students in each
    of the 3 grade groups – 4/5, 6, 7/8

You do NOT need to have quotas per grade group. You just need to cap TOTAL attendance. Whatever the numbers are per grade group is fine and you will plan accordingly. Typically there are more 4/5 grade participants than the other two grade groups.

The registration deadline for students should be no later than 10 days before your tournament. This will give you ample time to prepare students' Score Cards (Free Downloads) with Round 1 & 2 table Seating Assignments. You will be giving students their scorecards when they register the day of the tournament.

You may be asked if teachers can bring "alternates" to the tournament. It is your decision. If you do permit alternates, you must have a plan about who gets seated – Example: first-come, first-served.

Some teachers may come to the tournament with a child who is replacing a student that is ill. In that case just hand them the registered student's scorecard and change the name on that scorecard.

Proctors (Judges or Referees)

One proctor is needed for every table. Since students are seated no more than 4 per table, 1 proctor is required for every 4 students. Having a few extra proctors is strongly recommended.

You should require schools or districts that are sending students to your regional IU tournament to include the name of the proctor(s) they are sending on the registration form, 1 for every 4 registered students.

The requirement for being a proctor is simply a familiarity with the 24® game and the basic rules. Educators, parents, students in grades 9+ are all potential proctors.

One of the elements of the tournament is a review of the Proctor Rules before the tournament begins, so experienced proctors are not a necessity. Click on the Proctor Rules link to access the PDF of the rules and print a copy to hand out to each proctor.

Some tournament organizers have invited a local high school to send their students to act as proctors. This can be a helpful strategy as you will be sure to have enough proctors and you may be able to do a proctor training for this group a day or two before the tournament. If you choose to use this method be sure to ask for several more proctors than you actually need as H.S. students' schedules are always in flux!

Materials Needed* for Tournament
For Up to 100 Students

CHECKLIST

1. Student Name Tags
2. 20 extra Blank Name Tags
3. Completed score cards – different colors per grade group**
4. 15 Extra score cards – 5 of each color
5. 100 - 24 Game MVP lanyards for Students*
6. 25 – 24® game lanyards for Proctors*
7. 25 – Single Digit 48 card decks or half of a full 96 card deck
8. 25 – Double Digits 48 card decks*
9. 9 – Variables Semi-Final packs. 10 cards/pack
10. 20 – Variables General Round 3 packs/bronze medals* 10 cards/pack
11. 3 – Finals Packs – 5 sets of 2 Variables cards
12. 25 large or small tournament mats*
13. 36 Silver Medals*
14. 9 Gold Medals*
15. 3 Trophies
16. 30 pads of small Post It®/Penalty Flags
17. 35 Pens
18. Table Numbers
19. 30 Proctor Rules
20. Master Sign-In Sheets for each grade group
21. Proctor Sign-in Sheet
22. Photo Release forms* (if you are planning to publish photos/videos

*Optional

**You can use the same color score card if you add different color stickers for
   grade group designations.

Explanations of "Materials Needed"

1. Nametags are optional, but they enable proctors to call the students at their table by name.

3. See page 9 for filling out student scorecards.

5. The MVP lanyard is a lovely souvenir and will also help you identify participants from non-participants.

6. The 24® game lanyards will help you to easily spot proctors and are a nice thank you gift.

7-11. These are the 24 game cards needed for the competition.

12. One tournament mat is placed on each table being used for the competition. Proctors put cards into play in the middle of the mat. Students starting hand position is in the blue area of the tournament mat. Extra mats can be posted on doors or hallways to indicate where the competition is taking place.

13-15. Prizes for Semi-Finalists, Finalists, and Grade Level Champions.

16. Small Post-it® notes act as penalty flags for proctors to give to students during the competition. You can substitute other items for this purpose.

17. One pen is put at each table for proctors to write student scores at the end of each round. You will need a few at the registration tables as well.

18. Each table must have a visible table number so students can easily find their seat assignments for Rounds 1 & 2.

19. Hand out Proctor Rules during Proctor Orientation.

20. Create the master list of participants for each grade level to keep at the registration tables.

21. The Proctor Sign-In Sheet is a sheet of paper with numbers on the left hand side ending with the last table number. Proctors sign in when they arrive. The first proctor is assigned to Table #1 for 3 rounds of play, the second proctor to Table #2, etc.

Preparing Score Cards and Seat Assignments

Prepare a scorecard for each participating student. The information on the scorecard must include:

Student Name
School Name
School District Name
Grade Group (4/5, 6, or 7/8)
Round 1 Table Assignment
Round 2 Table Assignment

Use the [Seat Assignment Tool](#) on the 24game.com website.

Follow the directions on the Seat Assignment tool to enter student names in the Roster section. Be sure to check the "Assign Reference Numbers…" box. Click the Assign Tables button and students will automatically be assigned to tables of 3 or 4 students.

The Seat Assignment Tool will display two views; Assignments by table and Assignments by Player. The Assignments by Player displays each players Round 1 & 2 table assignments. This is your tool for filling out students' scorecards.

HOWEVER this tool was designed for one large group of students. So, when using it for 3 different groups at the same tournament start with the first grade group, 4/5. The number of students in that grade group may use 8 tables (for example).

Begin again with the next grade group (6th). The assignment tool will start with table 1. However, to continue with table numbering, the first table for the 6th grade group should be table #9. So add 8 to each new table number (Table 1+8 = Table 9) for that grade group.

Follow a similar procedure for the third grade group (7/8). If the last table number for 6th grade is 17, begin the 7/8 grade tables with #18 and continue.

Organize scorecards by grade group, and alphabetically by either first or last name within each grade group,.

It is very helpful to have different color scorecards for each grade group or to differentiate them in some way, with a different color sticker, for example.

Setting Up for Your Tournament

If your tournament is a morning event it will be helpful to set up the day before.

The steps for setting up:

1. Arrange tables and chairs so there is ample space between them to walk around and between. Put 4 chairs at each table, one for each student. Proctors stand at their tables, unless they have a physical need for a chair.

2. Place a Tournament Mat, 1/3 pad of small Post-it® notes (penalty flags) and a pen in the middle of each table.

3. Arrange the medals and trophies on a table in front of the room.

4. Have microphone and podium (optional) placed in front of the room. Test microphone.

5. Set up registration tables. Have one table for each grade group or different portions of a large table for the each grade group. Place Grade Group signs in the front of the registration table. Place pens, extra score cards, and MVP lanyards, at each grade group area.

6. Have a registration table or area for Proctors with the Proctor Sign in Sheet.

7. Keep student scorecards and Master Sheets in a secure place until the registration tables are officially open. Do not leave these items unattended. Shortly before registration begins place scorecards and Master Sheets at the proper grade group table.

8. Place signage in the front of the venue building and/or hallways to direct participants to the correct room.

9. If you are having refreshments before or after the tournament, set up a table OUTSIDE of the room where the tournament will be taking place. DO NOT serve refreshments during the tournament. Do not permit food or beverages in the same room as your tournament until after the championship trophies are awarded.

Registration Tables – Day of Tournament

Have one person assigned to register each grade group, and one person for the Proctor registration table. The proctor registration person can also help direct students and adults, who tend to arrive in groups, to their correct registration table.

Students:

Ask student for their name and hand them their scorecard and MVP lanyard with the following instructions:

1. This is your scorecard for the competition. Do not misplace or lose this scorecard!

2. (Point) Here are your Round 1 and Round 2 table assignments

3. You must wear your lanyard during the completion and it is yours to keep as a souvenir.

4. Point them to the room where the tournament will be held, the restrooms, and where the refreshments are (if applicable).

Proctors

1. Have proctors sign their name and school on sign-in sheet.

2. Tell proctors they are required to proctor for Rounds 1, 2 and 3. The number on the line they signed is their table assignment for all three rounds. Example: The first proctor to sign in is assigned to Table 1, etc.

3. Tell them when and where the Proctor Orientation will be taking place.

Proctor Orientation

Gather proctors together 20 minutes before the competition begins to go over the [Proctor Rules](#) together. They will have another opportunity to hear the rules at the beginning of the tournament when the tournament emcee goes over the rules with the students.

OR — if you have available staff the Proctor Orientation can take place simultaneously to the Tournament Rules explanation for student participants.

Go over the Proctor Rules in order. Ask proctors to hold their questions until the end.

Since proctors may be teachers or parents, instruct proctors to trade tables with a neighboring proctor for a round if one of their children is at their table.

Allow a few minutes for questions/answers.

At the conclusion of the proctor orientation hand proctors the Round 1 Single Digit deck.

Running the Tournament

1. Welcome

2. Review Tournament Rules with participants. Announce what side cards you will be using for the tournament. **Even years use Red sides and odd years use White sides.** Make sure each table has 3 or 4 students. Adjust the Round 1 deck for tables of 3 students per the Proctor Rules. (Remove two 2-dot cards.)

3. Round 1 – Single Digits (20 min.) Three penalty flag limit.

4. At the end of Round 1
    a. Scores are tabulated and written in the appropriate area of the scorecard, and initialed by the proctor.
    b. Students are reminded to KEEP THEIR SCORECARDS
    c. Students remain seated until told they have a 5 min. break.
    d. Proctors bring their Round 1 deck to designated staff and receive the Round 2 Double Digits deck.

5. Before Round 2 begins make sure each table has 3 or 4 students. Adjust the Round 2 deck for tables of 3 students per the Proctor Rules. (Remove two 2-dot cards.)

6. Round 2 – Double Digits (20 min.) Three penalty flag limit.

7. At the end of Round 2
    a. Scores are tabulated and written in the appropriate area of the scorecard.
    b. Round 1 & 2 scores are subtotaled and written on the scorecard. Both scores are initialed by proctor.
    c. Scorecards and Round 2 decks ARE COLLECTED by your staff.
    d. When you have all scorecards announce a 10 min. break.

8. Separate scorecards by grade groups and start sorting in descending order, highest to lowest. **USE SUBTOTAL SCORE**.

a. A quick way to do this is first sort into piles: 100+ points, 90-99 points, 80-89, etc.
b. Students with the 12 highest scores in each grade group advance to the Semi-Finals.
c. Double and triple check to make sure you are accurate.
d. Arrange the scorecards of the top 12 students in each grade group highest to lowest.
e. Deal the scorecards in three piles of three, so the three top scores will be in a different pile.
f. Each pile of four scorecards creates 3 Semi-final tables for each grade group.
g. Write the number 1 on the upper left hand corner of the scorecards for the first table, write 2 on the next group and 3 on the next group. Do this for each grade group.
h. If you have a tie of 2 or more students with the same lowest score in a grade group include all of them in the Semi-finals. Conducting a playoff for the last Semi-final spot will be too time consuming.

9. Gather students and have them stand at the sides of the room. Keep the tables unoccupied EXCEPT for the proctors, who should resume their place at their table.

10. Announce Semi-Finalists in **groups of 4.**
    a. Award each semi-finalist with a silver medal.
    b. Seat the group of 4 Semi-finalists at a table and hand the proctor the Semi-Final R3 envelope and the students' scorecards.
    c. Announce the next group of 4, etc. Continue until all Semi-finalists in each grade group has been announced and seated.

11. The rest of the students can seat themselves at the remaining tables and will be participating in General Round 3. They do not have to be separated by grade group. Make sure these students are seated at tables of 3 or four students and each table has a proctor.

12. Distribute the General Round 3 materials to proctors at General Round 3 tables.

13. At the beginning of Round 3 announce that **ALL students now have ZERO POINTS**. R3 is a face-off round. The top R3 score at each Semi-final table advances to the Final Round. The top R3 score at a General R3 table receives the bronze medal included in the General R3 packet.

14. The Round 3 activity is the same for both Semi-final and General R3 participants — 10 Variables cards. For Semi-final tables the round is 10 minutes. **General Round 3 tables have no time limit.**

15. Review Variable Card Rules with all participants. Round 3 has a 2 penalty flag limit.

16. Announce the beginning of Round 3 and when the 10 min. time limit for Semi-finals is up.

17. End of Round 3
    a. Instruct the proctors to write the R3 score on each student's scorecard and to KEEP ALL STUDENTS SEATED.
    b. Proctors HOLD ONTO SCORECARDS UNTIL YOU OR YOUR HELPERS COLLECT THE SCORECARDS.
    c. When you collect scorecards from each Semi-final table have the proctor show you the winning student and write a Star on his/her scorecard.
    d. Make sure you have all Semi-Finalists scorecards. Separate the cards with the "star." There should be 1 card with a star for each Semi-final table. These are your Finalists

18. If there is a tie for the top Round 3 score at a table the proctor must conduct a tie-breaker on the spot.

19. Tie-Breaker
    a. Put 2 Variable cards on the table, using the opposite side color cards that you used in R3. Use the cards available at the table.

b. A student has to find a variable number (1-9) that can solve 3 of the 4 wheels. (Each Variable card has 2 wheels.)

c. This is a face-off. The first child that taps the cards gets to solve the card. If she is correct she is the winner. If she makes a mistake, or can't solve three wheels she loses and the other child goes on to the Finals.

20. Round 4
a. Announce the Finalists in the 4/5 grade group.
b. Award the Finalists with a gold medal and seat them in their grade group at a play-off table.
c. Do the same for the remaining two grade groups.
d. Put the students' scorecards and Final Round packet at each Finals table.
e. Have your most capable proctors at the Round 4 tables.
f. All Finalists begin this round with ZERO points and will be doing the same activity — 5 sets of Double Variable Cards.
g. Students must find a variable number (1-9) that can solve for all four wheels.
h. There is no time limit and there cannot be a tie.
i. Limit of 2 penalty flags. In case of a tie follow the procedure in item #19, but students must solve all four wheels.

21. At the end of this round collect the scorecards at each Finals table and put 2 more stars on the winners' scorecards. These students are your Grade Level Champions.

22. Announce your Grade Level Champions and award the trophies.

Penalty Flags

Five ways to draw a penalty flag:

1) Student does not announce a pattern within three seconds.
2) Student does not complete solution within 15 seconds.
3) Solution given is incorrect.
4) Student touches card with more than 3 fingertips.
5) Student touches proctor's hand before it is withdrawn.

Round 1 & 2 – 3 Penalty flag limit

Round 3 & 4 – 2 Penalty flag limit

When a student reaches the penalty flag limit they cannot earn any more cards in that round. They do, however, keep all the cards they earned in that round.

Penalty flags DO NOT follow a student to the next round. Every round starts with a clean slate.

There may be a need for a tiebreaker in Rounds 3 or 4. The tiebreaker is for students with the same top score. If a student has the maximum penalty flags and is one of the top scores she still qualifies for the tie- breaker.

The rules of a tiebreaker are:

The first child that taps the cards gets to solve the card. If she is correct she is the winner. If she makes a mistake, or can't solve the challenge presented, she loses.

Sample Agenda

Time	Event
8:30 – 9:15 am	Registration
9:20 – 9:40 am	Introductions, Review Rules (Simultaneous Proctor Orientation)
9:45– 10:05 am	Round 1
10:15 – 10:35 am	Round 2
10:50 – 11:00 am	Announce Semi-Finalists. Seat General R 3
11:00 – 11:10 am	Review Rules for Round 3
11:10 – 11:20 am	Round 3
11:30 – 11:45 am	Announce Finalists
11:45 – 11:55 pm	Round 4