

## CTOM Spon Zone

# How to Organize A Spontaneous Scrimmage

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# Introduction

The purpose of this document is to provide all the information in one place for you to organize and hold a successful Spontaneous Scrimmage.

## ***Planning and Preparation are Key***

Most of this document covers the planning of and preparations for the Spontaneous Scrimmage.

- Planning is determining the when, where, who, what, and how of the Scrimmage
- Preparation is the work of calling, recruiting, and coordinating with people. Preparation is also choosing problems, gathering materials, creating signs, and copying.
- With rigorous and robust planning and preparation, the Spontaneous Scrimmage will be a valuable and fun experience for all of those involved – team members, coaches, judges, and parents.

## ***Value of a Spontaneous Scrimmage***

A Spontaneous Scrimmage can be of great value to Coaches, Teams, and Judges along with others interested in Odyssey of the Mind such as parents and teachers.

### **Value to Teams and Team Members**

- Team members get to experience Spontaneous in a realistic environment
- Experience a variety of problems in a short period with the opportunity to immediately apply ideas to improve their performance
- Experience a variety of judging styles and performing for judges they do not know

### **Value to Coaches and Coordinators**

- An opportunity to see actual Spontaneous competition, normally available only to judges and team members
- Each team gets to try multiple problems with less effort and preparation than one coach creating multiple problems for one team
- Coaches get to actually see Spontaneous under realistic conditions – gaining insight into coaching their team in Spontaneous

### **Value to Judges**

- Practice judging in a realistic environment – especially valuable for novice judges
- Insight into problem solving and teamwork by watching a variety of teams solving the same problem in a variety of ways

### **Value to Parents, Teachers and other supporters (acting as Judges)**

- An opportunity to see actual Spontaneous competition, normally available only to judges and team members
- Insight into problem solving and teamwork by watching a variety of teams solving the same problem in a variety of ways

# Planning A Spontaneous Scrimmage

The basic items to plan for a Scrimmage involve the size, date, and facility for your Scrimmage. The number of teams that will participate may require a certain size facility. On the other hand, the size of a facility may limit the number of teams or the number of problems that can be accommodated.

## ***Scrimmage Volunteer Roles***

**Scrimmage Captain** – Responsible for Judge Training and supporting Judges during the Scrimmage, problem selection, and problem materials.

**Scrimmage Manager** – Responsible for all other aspects of planning, preparation, and execution of the Scrimmage: Registering/recruiting teams, judges, assistants; reserving the facility; facility layout, signage, welcoming judges, assistants, and teams, directing the follow of teams and directing the assistants.

**Assistant Scrimmage Managers** – assisting the Scrimmage Manager in welcoming teams, judges, and other assistants. Directing the flow of rotation between problems etc.

## **Coach and Parent Roles**

Parents and coaches can and often do serve as Judges or Assistant Scrimmage Managers.

Often coaches can benefit more from being with their team and observing their teams solving the problems, and perhaps from participating in giving and getting feedback from the judges.

Younger teams may require a parent or coach to supervise them in waiting areas or moving between problems.

## ***Start With A Date, A Location, and A Scrimmage Captain***

Assuming you will organize the Scrimmage and be the Scrimmage Manager, there are three essential elements that must be in place to create a Scrimmage:

- A date and time that you believe will work for a significant number of your target teams
- A facility that you have reserved for that date and time
- An available person willing, experienced, and committed to the time to be Scrimmage Captain – available for that date, committed to conduct the Judge Training session, select the problems, and obtain the problem materials

You may need to look at several dates, see which facilities would be available, and contact possible Scrimmage Captains to see on what dates individuals could be available.

While not required, it would be best to work with a team right from the start. Have one to three others help plan the Scrimmage and assist in all the preparations required.

## **Basic Suggested Numbers and Ratios**

<b>4 or 5</b>	<b>Total practice problems per team</b>
2	Hands-on problems per team
1 or 2	Verbal problems
1 or 2	Verbal hands-on problems
<b>20 min</b>	<b>Time slot for each hands-on problem per team judged</b>
<b>10 min</b>	<b>Time slot for each verbal problem per team judged</b>
<b>1 to 2*</b>	<b>Ratio of teams to problem sites</b>
<b>45 min</b>	<b>Judge training time***</b>
<b>30 min</b>	<b>Site setup time</b>
<b>30 min</b>	<b>Site cleanup and contingency time</b>
<b>1</b>	<b>Scrimmage Captain****</b>
<b>1</b>	<b>Scrimmage Manager****</b>
<b>1</b>	<b>Asst Scrimmage Managers per each 8 teams (beyond 1<sup>st</sup> 8)****</b>
<b>2 to 3</b>	<b>Judges at each problem site</b>
<b>1</b>	<b>Small/classroom per problem site</b>
<b>1</b>	<b>Room large enough to train all Judges</b>
<b>1</b>	<b>**Holding area for teams – it might be cold or rain!</b>
<b>1</b>	<b>Registration area for teams</b>

\* Note: Take care in determining the maximum number of teams you can support with each set of sites for each problem.

\*\* Note: Some teams may arrive early before problem site rotation begins. Some team members may arrive early with parents who are serving as judges or Scrimmage Managers.

\*\*\* Note: If at least half your judges are experienced Spontaneous Judges or Coaches who have experience creating realistic spontaneous practice sessions this training time can be reduced. (see the Judge Training section on this document).

\*\*\*\* Note: If you know teams will each be accompanied by experienced coaches, for a small scrimmage the Scrimmage Manager and Scrimmage Captain could be the same person. Also you might be able to work with a few less Assistant Managers.

## **Examples:**

### **Example 1:**

Consider a Scrimmage with 5 problems per team, with 8 teams participating and one judging team for each problem. The Scrimmage will be held at a school on Saturday afternoon.

#### **Example 1: Volunteers and Facilities Required**

- 5 classrooms are required for problem sites, one could be used for judge training
- 1 moderate sized room such as the cafeteria, could be used as the team holding area
- 12 – 15 judges are required (always have spares)
- 1 Assistant Scrimmage Manager is advisable

#### **Example 1: Scrimmage Timeline**

- 12:25 - Scrimmage Manager, Scrimmage Captain, and Assistant Scrimmage Manager arrive to setup reception area, signs, and problem sites
- 12:40 - Judges arrive and sign-in
- 12:55 - Judge Training begins
- 1:25 - Teams arrive, sign-in and go to holding area
- 1:40 - Scrimmage rotation begins
- 3:20 - Scrimmage rotation ends
- 3:50 - Site clean-up ends

### **Example 2:**

Consider a Scrimmage with 4 problems per team, with 12 teams participating, with 2 rooms for each of two hands-on problems and one room for each of two verbal problems. The Scrimmage will be held at a school on Friday evening.

#### **Example 2: Volunteers and Facilities Required**

- 6 classrooms are required for problem sites
- 1 moderate sized room such as the auditorium, could be used as the team holding area
- 1 moderate sized room such as the cafeteria, could be used as the judge training area
- 15 – 18 judges are required (always have spares)
- 1 Assistant Scrimmage Managers is required

#### **Example 2: Scrimmage Timeline**

- 5:45 - Scrimmage Manager, Scrimmage Captain, and 1 Assistant Scrimmage Manager arrives to setup reception area, signs, and problem sites
- 6:00 - Judges arrive and sign-in
- 6:15 - Judge Training begins
- 6:35 - 1 additional Assistant Scrimmage Manager arrives
- 6:45 - Teams arrive, sign-in and go to holding area
- 7:00 - Scrimmage rotation begins
- 9:00 - Scrimmage rotation ends
- 9:30 - Site clean-up ends

# Preparations – Most of the Work

## ***At Least One Month in Advance:***

Find a site. You will need to reserve the space for 2 ½ - 3 hours. A scrimmage works well in a 6 p.m. – 8:30 p.m. evening time slot or on weekends. In order to run a scrimmage for **12 teams** you will need a site with at least **6 rooms**; for **24 teams, 11 rooms**. A scrimmage with 12 teams is ideal however, 24 teams is workable. If you choose to run a 24 team scrimmage you merely run the same set of problems twice allowing all of the teams to do 2 verbal, 2 hands-on and 1 verbal/hands-on. It is possible, though not ideal, to run a scrimmage with stations in a gymnasium. Verbal and verbal hands-on problems generally take 10 minutes. Hands-on problems require 20 minutes. Two verbal problems can be completed in the same time period as one hands-on problem. It is also very helpful to have a place with an **intercom** in order to facilitate the transition between problems.

Contact teams. Each participating team needs to recruit one judge for the scrimmage. The judge can be the co-coach, parent, grandparents, school official, teacher, not necessarily the judge signed up for the tournaments. Judges can be trained on the evening of the scrimmage. Plan for at least five 2 person-judging teams. The coach needs to accompany the team or make arrangements for another adult to do so. Judges need to arrive 20 minutes before the teams so they can get instructions and can get ready.

It is best to arrange to have a few extra judges just in case some don't show. **Plan to have 2 Judges more than you need in case some have last minute emergencies.**

Therefore, for a 12 team scrimmage you will need at least 10 judges and two helpers for set-up, managing the intercom, and facilitating the evening. For a 24 team scrimmage you will need at least 20 judges. And if possible, if there is an experienced coach or judge, plan to have that person float from problem to problem.

## ***One to Two Weeks in Advance:***

Review the spontaneous problems provided. Collect the materials required. Divide the materials for each problem making sure there are enough materials for all of the teams. Some materials can be reused, blocks, balls etc. Other materials will be used up by each team, such as clay, straws, etc. It may be helpful to put the materials in individual bags for each team or judges can count out the materials during the evening.

**Make sure there are 24 copies of the score sheet for each problem and judging team (each judging team will judge 6- 12 teams). Each judge will fill out a form for each problem for each team.**

Confirm space, judges, and teams. Judges will need watches or timers. If there are only 2 judges and a watch, one judge will be timer while the other judges.

Review room assignments with the problems in mind. Hands-on problems work best in art rooms or gyms. Verbal problems require a table and chairs for 2 judges and 7 children. Two verbal problems can be completed in the same time period as 1 hands-on problem (see schedule). The schedule provided includes a discussion room where teams meet with their coaches to discuss how the spontaneous process can be improved. Two to four teams will be in the discussion room at a time.

Decide whether you would like to include parents as observers. If the goal is to simulate tournament spontaneous condition then observers would not attend. However if the goal is to educate everyone in the spontaneous process and engage parents in the program, observing the scrimmage can be very beneficial.

Make room signs and schedules for the teams.

## **Scrimmage Manager Preparation Checklist (Suggested)**

<b>Date Cmpl</b>	
	<b>As early as possible, at least one month in advance</b>
	Facility reserved
	Scrimmage Captain committed
	Maximum #teams and timeline determined
	Announcement/registration letter created and copied for potential teams
	Welcome letter for Judges created and copied
	<b>Two weeks prior to Scrimmage</b>
	Check with Scrimmage Captain to make sure problems have been selected
	Walk problem site, determine which rooms will be used
	Create map of site and rotation scheme
	Recruit additional Scrimmage Managers, possibly from excess Judges
	<b>One week prior to Scrimmage (REGISTRATION DEADLINE)</b>
	Finalize # teams, # problem sites, inform Scrimmage Captain
	If more than 10 teams, assign a specific Assistant to Scrimmage Captain
	Create schedule, map, and rotation chart – fax or e-mail to Scrimmage Captain
	Create room signs, other signs, possibly team, judge, and volunteer badges
	Possibly create team welcome letter
	Copy rotation sheet, welcome letters, and signs etc
	Obtain name badges, markers, and other required supplies
	<b>During final week prior to Scrimmage</b>
	Contact all Judges and Assistant Scrimmage Managers to answer any questions, and confirm they will be at Scrimmage for all necessary hours

## **Scrimmage Captain Preparation Checklist (Suggested)**

<b>Date Cmpl</b>	
	<b>As early as possible</b>
	Select five problems for the Scrimmage
	Review/modify Judge Training plan and materials
	List materials needed based on number of problem sites and teams
	<b>One week prior to Scrimmage (REGISTRATION DEADLINE)</b>
	Get #teams and sites from Scrimmage Manager
	Get schedule, map, and rotation chart from Scrimmage Manager
	Purchase needed materials
	Make Team and Judge copies of problems, scoring sheets
	Make copies of any necessary Judge Training materials
	<b>During final week prior to Scrimmage</b>
	If applicable, contact assigned Assistant Scrimmage Manager
	Split problem materials into containers(paper bags or boxes) for each site
	Place problem copies into those same containers

## **Sample Announcements and Letters**

You can create a scrimmage announcement to generate interest or simply call coaches in your area to announce your event. In any case you should have a record of which teams and volunteers will be attending.

### **Sample Scrimmage Announcement**

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# **Spontaneous Scrimmage Handson Middle School January 15, 2003**

The Handson Middle School will be holding a Spontaneous Scrimmage 7:00pm - 9:00pm for Odyssey of the Mind teams.

Space is limited, register your team as soon as possible.

In order to register your team you will need to recruit a Judge (Assistant Coaches, Parents, Teachers etc.) who is willing and available from 6:00pm - 9:00pm. (Assistant Coaches, Parents, Teachers etc.)

In addition to supplying a Judge, an adult (Coach, Assistant Coach, or Parent) must accompany and stay with each Div I and II teams.

For more information call Carol Coordinator at 999-9999.

#### **Registration Information:**

Membership Name \_\_\_\_\_

Team Division: \_\_\_\_\_ Problem(if known): \_\_\_\_\_

Coach Name: \_\_\_\_\_ Phone Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Coach Address: \_\_\_\_\_

Judge Name: \_\_\_\_\_ Phone Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Judge Address: \_\_\_\_\_

## Sample Judge Welcome Letter

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To: \_\_\_\_\_

Welcome. Thank you for volunteering to be a Judge at the Spontaneous Scrimmage.

Date: January 15, 2003

Time: 6:00pm – 9:00pm

Place: Handson Middle School, 15 Sponly Blvc, Odycity, CT 06999

Phone: 888-8888 (emergency number after 4:00pm Jan 15<sup>th</sup>)

Your commitment is appreciated and will provide value to the team you are representing and unique insight for you in creativity, problem-solving, and teamwork. We and the teams are counting on your participation for the entire time.

If for any reason you will not be able to meet this commitment, please call Carol Coordinator at 999-9999 as soon as possible. Also let the coach of the team you are representing know so that they can find a substitute.

When you arrive at the Scrimmage, you will participate in a brief training in the fundamentals of Judging and Odyssey of the Mind Spontaneous Problem. You will then become part of a 2-3 person team that will Judge several teams practicing the same problem as part of the Scrimmage.

The session will be fun and educational for you. While we will make the conditions for the teams as realistic as possible, everyone is learning and practicing at the scrimmage, including the Judges. We do not expect perfection. All we ask is your contributions to making this a positive and valuable experience for each team member.

For more information on Odyssey of the Mind, visit our state web site at [www.CTOM.org](http://www.CTOM.org) or [www.OdysseyOfTheMind.com](http://www.OdysseyOfTheMind.com). For some information about Spontaneous and some sample problems, visit [www.CTOM.org/sponzone](http://www.CTOM.org/sponzone).

Thank you,  
Carol Coordinator

## Sample Team Welcome Letter

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**TEAM:** \_\_\_\_\_ **Assigned # for today:** \_\_\_\_\_

### **COACH: Please Go Over This Letter With Your Team**

Coach(es) and Team Members,

Welcome to the Spontaneous Scrimmage.

You have been assigned a # for today's Scrimmage. Use this # to find your team's schedule on the Rotation Chart (which is attached).

Our goal is that everyone participating have a positive and valuable experience. This includes each team member, coach, judge and volunteer.

Please remember the following today:

- We appreciate the use of the facility, please clean-up after yourself and leave it just a little cleaner and more orderly than you found it
- Stay together as a team, in holding areas, traveling between problems, or waiting to enter a room
- Please talk quietly and maintain order, especially near problem sites where other teams are performing
- Unlike tournaments, you may ask judges for feedback after you perform. Also coaches may accompany the team into the spontaneous rooms
- Just like a tournament it is important not to discuss problems outside of the problem room before all teams have completed all problems.
- All Div I and II teams must be accompanied by an adult at all times.
- Remember your goal here is to learn, practice, and experiment to increase your performance in tournaments. Perform each problem as if it were the tournament. Yet, don't be concerned if you do not score well – this is the place to make and learn from your mistakes, so that you won't make those same ones in a tournament! – we will not be keeping or publishing scores.

## Creating a Rotation Chart – Numbering Teams and Sites

A rotation schedule should show teams, coaches, and judges exactly where everyone should be and in what order.

Some suggestions and variations:

- Number the teams 1,2,3 etc. Using numbers you can determine which team is which as they register. Make sure each team knows their number after they register.
- Number problem rooms A, B, C etc. Using letters and labeling rooms with your own signs will prevent problems with last minute changes when you arrive at the facility.
- You may provide teams with “discussion time” if they do not have a problem.
- You may provide for teams to observe other teams, after they have done the same problem.

Sample Schedule

- Rooms C & D have the same problem as do Rooms E and F
- Verbal problems given 10 minutes, hands-on 20 min
- Each of 12 teams practices 2 verbal and 2 spontaneous
- When teams arrive, assign teams 3, 4, 9, and 10 last as these teams do not practice in the first session.

	<b>Rm A Verbal</b>	<b>Discussion or observe last problem</b>	<b>Rm B Verbal</b>	<b>Rm C Hands- on</b>	<b>Rm D Hands- on</b>	<b>Discussion or observe last problem</b>	<b>Rm E Hands- on</b>	<b>Rm F Hands-on</b>
<b>1 2:00-2:20</b>	Team 1 Team 2	Team 3 Team 4	Team 5 Team 6	Team 7	Team 8	Team 9 Team 10	Team 11	Team 12
<b>2 2:20-2:40</b>	Team 11 Team 12	Team 1 Team 2	Team 3 Team 4	Team 5	Team 6	Team 7 Team 8	Team 9	Team 10
<b>3 2:40-3:00</b>	Team 9 Team 10	Team 11 Team 12	Team 1 Team 2	Team 3	Team 4	Team 5 Team 6	Team 7	Team 8
<b>4 3:00-3:20</b>	Team 7 Team 8	Team 9 Team 10	Team 11 Team 12	Team 1	Team 2	Team 3 Team 4	Team 11	Team 12
<b>5 3:20-3:40</b>	Team 5 Team 6	Team 7 Team 8	Team 9 Team 10	Team 11	Team 12	Team 1 Team 2	Team 9	Team 10
<b>6 3:40-4:00</b>	Team 3 Team 4	Team 5 Team 6	Team 7 Team 8	Team 9	Team 10	Team 11 Team 12	Team 7	Team 8

# Judge Training

Judge Training for tournaments involves at least four hours of intensive training, often with video's, several practice exercises, and sometimes even a Scrimmage.

When judging a tournament, new judges are usually teamed with an experienced head judge.

At a Scrimmage a whole judging team may consist of previously inexperienced judges and less than an hour is allocated for training.

- The teams are not being ranked – it is not as critical that the judging team be entirely consistent with each team.
- The judges are being trained also – it is OK if they do not know the intricacies of all the rules.

## ***Abbreviated Training With Experienced Judges/Coaches as Judges***

If at least half your judges are experienced Spontaneous Judges or Coaches who have experience creating realistic spontaneous practice sessions this training time can be reduced.

When judges arrive divide them into 2-3 person teams, preferably with new judges with those who are more familiar with Odyssey of the Mind. Review the problems with judging teams. Most will be self-explanatory and will include common and creative response examples. Encourage judges to keep the experience positive and fun. There is no scoring at a scrimmage or score reports but after the team completes a problem judges can offer suggestions to the team such as regarding behavioral issues, discussing teamwork, helping teams to be more creative, giving ideas for thinking of more answers and most importantly, what the team does well. Keep it simple; it doesn't have to be perfect. It just needs to be fun!!!

## ***Training Timeline With A Majority of Inexperienced Judges***

- 5 min – Welcome and assure Judges
- 10 min – Verbal Spontaneous demonstration
- 5 min – Review Verbal and Non-Verbal problems
- 5 min – Create judging teams
- 5 min – Pass out and discuss Scrimmage Judge Instructions
- 5 min – Additional questions from the Judges
- 10 min – Judges go to rooms and review their problems

## **5 min – Welcome and assure Judges**

Items to cover:

- Thank them for coming and making this event possible
- Check to make sure they know that they are here to be Spontaneous Judges
- Check to make sure they know the time the Scrimmage ends and are able to stay for the entire event
- We know they are nervous if they have never judged before. We do not expect perfection and know they are here to learn along with the teams
- Our goal is to create a positive learning experience for the team members.
- The team are here to practice, learn, experiment, and make mistakes.

## **10 min – Verbal Spontaneous demonstration**

Have seven new judges go through a verbal problem, just as a team would, with the rest of the judges watching. The Scrimmage Captain (Judge Trainer) should act as the only Judge and timer.

Purpose:

- The purpose of this exercise is to give the new judges a quick overview of the whole judging process
- The exercise should be somewhat slower than normal, with the Scrimmage Captain explaining or helping the team where necessary to move the exercise along
- The response time can be abbreviated. The goal is to give the judges an overview of the flow, rather than having them actually do a problem completely

Go Through The Steps

- Have the team leave the room
- Welcome them into the room, as you want it done in the Scrimmage
- Tell the type of problem and ask them to choose 5 team members (don't let them spend much time on this)
- Have them sit around the table
- Read the problem
- Start timing them
- Perhaps use "Duplicate, Unclear, Inappropriate"
- Ask the team to suggest what they did well or might do differently next time
- Give them a positive send-off

## **5 min – Review Verbal and Non-Verbal problems**

Items to cover:

- The three types of problems Verbal, Verbal/Hands-one, and Hands-on
- Hands-on is different from what they have seen
  - Usually judged by the result at the end
  - Usually team members may talk to each other for some or part of the problem time
  - Rules vary widely
- What constitutes a creative response is entirely up to each judge, independently
- An exact score is not important and not the point of a Scrimmage

## **5 min – Pass out and discuss Scrimmage Judge Instructions**

The next page is a sample rule sheet that can provide information for the judges.

Go over each point, briefly.

## **Sample Scrimmage Judge Instructions**

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### **Scrimmage Judge Instructions**

These instructions are for your use today, as a reminder of the most important points in Judging during the Scrimmage. Remember -- we do not expect perfection. All we ask is your contributions to making this a positive and valuable experience for each team member

- Greet each team in a friendly, yet objective, business-like manner
- Read the type of problem to the team, give them 1 minute to choose who will participate
- Do not let the team touch materials or read their copy of the problem until instructed to do so
- Give the team the Team's Copy of the problem when you begin reading the problem
- Read the problem exactly as written, read it a 2<sup>nd</sup> time or the highlighted portions a 2<sup>nd</sup> time
- Give feedback as appropriate
- Thank the team
- Try to keep to the published schedule
- Prepare materials for the next team
  
- Use the standard words for verbal problems: **“Duplicate, Unclear, Inappropriate”**
- Do not answer questions during the reading of the problem
- Follow the times and the specific rules of the rigorously
- Never stop the time once it starts
- Make sure the team does not take the Team's Copy

Feedback – Often, the most effective feedback can be generated by asking the team questions:

- What did you do well?
- What would you do differently next time?
- Who can tell what the scoring for this problem is? What was the objective?
- Whose job was it to know the scoring and rules of the problem?
- Whose job is it to know if that person knows the rules and scoring?
- Do you have any questions?

Remember:

- Have Fun!
- Learn and improve as a judge – Unlike a tournament you can learn from your mistakes and do it better with the next team (in a tournament, each team must have exactly the same conditions, if you make a mistake with the first team, you must do it that way for the rest of the tournament)
- At the end of the scrimmage – please help by cleaning up the room resetting it.

## **5 min – Additional questions from the Judges**

Ask the judges if they have any questions and answer them.

The purpose here is not to go over all the detailed rules, but to reassure the judges and answer any questions in the way of their judging effectively and enjoying it.

## **5 min – Create judging teams**

A suggested plan:

- Determine the number of judges you have vs the number of problem sites
- Announce we will have \_\_\_\_\_ teams of two judges and \_\_\_\_\_ teams of three judges
- Ask for individuals to volunteer at Head Judges
  - And/Or call on individuals as ask them if they would be Head Judges
  - Or ask individuals to get into teams of 2 or 3. Adjust until you have the needed number of teams. Tell each team to choose a Head Judge or to alternate rolls during the Scrimmage
- Tell them you will assign problems and sites to each team, and to go to their site and read the problems and get ready for the 1<sup>st</sup> team in about 15 minutes.
- Assign the teams to problems and sites

## **10 min – Judges go to rooms and review their problems**

Circulate to the rooms and ask if there are any questions.

If you have assistant assigned to help with the training they should also circulate and answer questions.

# Managing the Scrimmage Event

## The Scrimmage Event

**Remember, the purpose of a spontaneous scrimmage is to help children feel more comfortable with the spontaneous process and to have some fun and experience solving some problems.**

There is no scoring at a scrimmage or score reports. However, unlike competition, after a team completes a problem judges can offer suggestions to the team such as discussing teamwork, helping teams to be more creative, giving ideas for thinking of more answers and most importantly, what the team does well, and, if required, behavioral issues,. Keep it simple; it doesn't have to be perfect. It just needs to be fun!!!

Have the teams stay with their coaches at all times. Collect everyone together to briefly discuss the evening schedule. Because the schedule is set up to do 2 verbal problems in a given time period, teams will need to wait quietly for their turns in order for other teams to be able to do their best thinking in peace. Try to have teams stay on schedule. An intercom can be very useful keeping everyone on schedule.

After the scrimmage is completed gather together at the end to answer questions. Remember, the purpose of a spontaneous scrimmage is to help children feel more comfortable with the spontaneous process and to have some fun and experience solving some problems.

## 70 Minutes Before Rotation Begins

### Scrimmage Manager

- Setup signs on rooms and hallways etc
- Setup welcome table for Judges and Teams
- If large Scrimmage, assign Assistant to help Scrimmage Captain
- Assign and train Assistant for welcome table
- Assign and train Assistant for holding area

### Scrimmage Captain

- Setup tables and chairs in problem sites
- Put materials and problem in problem sites
- Setup room for judge training

## **55 Minutes Before Rotation Begins**

Scrimmage Manager

- Welcome Judges at welcome table, make badges for them, direct to Judge Training site

Scrimmage Captain

- Welcome Judges as they enter Judge Training site

Holding Area Assistant

- Be prepared to supervise early arrivals, such as Judge or Assistant's children

## **40 Minutes Before Rotation Begins**

Scrimmage Manager

- Welcome late Judges, direct to Judge Training site
- Assign roles to Assistants for the Scrimmage. Explain rotation chart and their role/area to manage

## **15 Minutes Before Rotation Begins**

Scrimmage Manager

- Welcome Coaches at welcome table, give them rotation schedule and other materials, direct them to holding area

## **10 Minutes Before Rotation Begins**

Scrimmage Captain

- Circulate between sites answering questions for Judges

## ***Managing the Rotation***

### Scrimmage Manager

- Give Judges a warning that teams are on their way
- Call teams in holding area who are starting 1<sup>st</sup>. Have one team at a time head off to their site, instruct them to knock on the door and tell the Judges they are ready when the Judges are
- Have someone welcome late arrivals at the welcome table
- Have teams for subsequent rounds line up near the door to their site prior to the next rotation
- Remind Judging teams or teams that are running behind schedule that they need to keep as close as possible to the schedule. Discuss any problems or significant delays with the Scrimmage Captain

### Assistant Scrimmage Managers

- Assist teams in finding sites
- Help maintain order and quiet, especially near problem sites
- Keep teams moving together between sites
- Notify the Scrimmage Manager or Scrimmage Captain of any problems or concerns

### Scrimmage Captain

- Circulate between sites, answering questions for and coaching the judges
- Assist in the flow of teams and order
- Discuss any problems or concerns with the Scrimmage Manager
- Answer critical questions for Coaches and teams. If appropriate, suggest that general/technical questions about Spontaneous might be better handled after the Scrimmage or at another time

## ***Completion and Clean-up***

### Scrimmage Manager and Scrimmage Captain

- Thank all the Judges and Assistants
- Answer any questions or concerns expressed by Coaches, Parents, Team Members, Judges or Assistants
- Clean up the sites, hallways, holding areas etc. Remove signs. Replace all furniture etc.
- Make sure everyone has left the building

### Judges

- Return rooms to original condition and set-up

### Follow-up

- Record what you would do differently next year, and what worked especially well.
- Record any significant comments.
- Consider thank-you notes to Judges, Assistants, and facility
- If appropriate, call the facility, thank them, and ask if everything was left correctly