



Coach's Handbook

2019-2020

an A+ Partners in Education initiative of

*Howard County Library System and
the Howard County Public School System*



Important Information

Battle of the Books (BOB) will be held from 7 to approximately 10 pm on **Friday, April 17, 2020** at multiple Howard County Public School System (HCPSS) high schools. Teams will be assigned their specific Battle location prior to the mandatory logistics meetings in March.

Registration

- SPACE IS LIMITED. Registration begins Monday, October 21, 2019 at 10 am at hclibrary.org/battleofthebooks, and will remain open until capacity is reached or until registration closes on November 4 at 11:59 pm, whichever comes first. Each team may register only once.
- The competition is open to all **5th grade** students that attend public, private, or home schools in Howard County.
- A team is comprised of five students from the same Howard County school, and an adult coach (at least 18 years of age). When registering, the online forms requires the registration of five students and will not be accepted with less than five initial members.
- Designate one parent/coach to register your team. They will need the following information for each team member: **name, phone and e-mail**, as well as any special needs students may have.
- Due to privacy concerns, BOB staff cannot share information about participating students. Please contact your school's media specialist or fifth grade team leader to determine if other teams from your school are participating or to identify students interested in competing.
- Coaches will be emailed after **November 6, 2019** to confirm team participation.
- Once a team has been accepted, changes to team name and/or team members can be made up to **February 7, 2020** via email to bob@hclibrary.org. Coaches must receive a return email to confirm team name and/or student change(s).

Information and Coach Meetings

- **Oct 14 & 17 at 7 pm**

General information session at HCLS Miller Branch

- **Nov 19 & 21 at 7 pm and Nov 23 at 11 am**

Coaches' meetings at HCLS Miller Branch (books distributed)

Mandatory for new coaches

- **Mar 24, 25, or 26 at 7 pm**

Mandatory logistics meetings at HCLS Miller Branch (tickets distributed)

Book Availability

- Courtesy of the Battle's generous sponsors, each team will receive a set of books, which must be picked up at the November coach 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 HCLS 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 HCLS.)
- Multiple copies of the books are available at all Howard County Library System branches. Battle books are subject to the same circulation period (three weeks) and fines (\$.20/day) as other library materials.

Title Selection Procedure

A committee of staff from Howard County Library System and the Howard County Public School System discuss and determine the title list for each year.

- The target number of books per list is 12-14 titles.
- Reading levels of titles reflect on, above, and below grade level of participants.
- In its entirety, the list should represent a broad and diverse range of topics, writing styles, settings, genres, characters, authors, and classifications.
- Most books need to be available in paperback with no more than two titles in hardback.
- Books may not reappear on the list.
- Award winning books such as Caldecott, Newbery, and ALA Notables are all excellent sources for potential list candidates.

Procedures

Check-in Procedures

1. A team consists 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 their Battle location by 6:45 pm.** If at least three students are not present at this time, the team will be disqualified. **After 6:45 pm, 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 certificates starting at 5:45 pm. 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 5:45 pm. Otherwise, **student check-in begins at 6 pm.**
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 gym.
8. No cell phones, electronic devices, or other reading materials will be allowed on the gym floor by coaches or students.

How the Battle is Played

1. Team members sit together on a mat on a grid on a school gymnasium 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. As a reminder, **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. Coaches will rejoin their teams at the end of the competition, before the winners are announced.
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. To see examples of the types of questions that may be asked, see page 11.
5. Teams have 30 seconds to quietly discuss and record their answers. The scribe (team member designated to write the answer) circles the letter and number corresponding to the title and author on an answer sheet.
6. 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.

7. After the answer sheets are collected and delivered to the scorekeeper's table, the moderator announces the correct title and author to the audience.
8. 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. Each team will be given a laminated reference sheet, at the start of the Battle, listing titles and authors. There will be no need to write book title and author names. (See pp. 12-13 for more information)
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 (p. 11). All competition questions will come from the specific editions given to teams by HCLS. 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 first-place tie, those teams will participate in a "tiebreaker" round.
 - a) First-place tied teams will be invited to come to the front of the grid and answer five questions.
 - b) After scores for those questions are tallied, the moderator will announce the first place and second place winners. However, if teams are still tied, the Battle goes into sudden death.
 - 1) Sudden death consists of an additional set of five questions.
 - 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.

<Team Name>
Question # _____
Title: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20
Author:
A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input checked="" type="checkbox"/> H <input checked="" type="checkbox"/> I <input type="checkbox"/> J
K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T

8. Winners are determined and awarded at each location.
9. Overall winners and category winners will be posted on the HCLS web site following the Battle.
10. Scores will not be posted. Coaches will receive their team score within 14 business days of the event. **All scores are final.**

Prizes (at each location)

- Each member of the three top-scoring teams (first, second, and third place) at each location will receive a gift card from a local bookstore approximately two weeks after the event, a medal at the event, and a personalized team READ poster in June 2020.
- Trophies will be given to the schools of the three top-scoring teams. The trophies will be delivered to the schools approximately two weeks after the event – they are not given out at the event.
- Certificates will be awarded at the event to teams at each location for Best Costume, Best Team Name, Best Team Spirit, and Best Team Sportsmanship.
- All students receive a Certificate of Participation.

Coaching Responsibilities

Attend coach and logistics meetings as outlined on page 2.

A coach may serve as coach for only ONE team.

Basic responsibilities:

- Act as communication link between HCLS 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 BOB staff, please use bob@hclibrary.org.
- Notify HCLS of any special needs of your team members by **February 7, 2020**.
- Ensure that your team's name has been confirmed by BOB staff in case multiple teams select the same name. Use bob@hclibrary.org.
 - 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 **February 7, 2020**.
- **Submit signed participation forms and signed photo release forms for themselves and each team member by February 7, 2020.**
- Read each of the books to assist teams with preparation.
- Explain the answering and scoring procedures to your team (see p. 5).
- Make sure your team demonstrates good sportsmanlike behavior throughout the Battle. Be responsible, respectful and ready!
- Ensure that your team members **and their families** are aware of the Battle date and location for your team, and understand the rules of the Battle and expectations on the day of the event.
- Please remind students and parents to stay off of the gym floor/grid. Please do not walk across the mats.
- Ensure your team has transportation to their Battle location.

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 gym floor by coaches or students.

Build team spirit:

- Meet regularly.
- Decorate team T-shirts or create other costumes (see below).

Costumes:

- Judges will look for costumes designed and produced by students, so encourage your students' creativity.
- Costumes must comply with all requirements listed in *HCPSS Policy 9210: 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 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 gym 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. **The sign should be no larger than a standard poster board: 22" x 28".**
- 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.
- 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.

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 Sample Types of Questions section (p. 11). Remember questions on all parts of the books are valid.
- Contact your school's media specialist 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: www.hclibrary.org/battleofthebooks.
- If your questions are not answered, please email us at bob@hclibrary.org.
- Continue to check the FAQs page for updated information.

Important Information for Parents

1. The Battle will be held from 7 pm to approximately 10 pm on Friday, April 17, 2020 at multiple HCPSS high schools. Teams will be assigned their specific Battle location prior to the mandatory logistics meetings in March. Once your team's location has been assigned, it is imperative that all parents are aware of the team's Battle location.
2. If accompanied by their coach, students may check in at the school starting at 5:45 pm. All other students may begin checking in at 6 pm. All team members must be checked in by 6:45 pm. Any students arriving after 6:45 pm 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 the HCLS web site on the Battle of the Books pages and must be returned by February 7, 2020.
4. Due to safety regulations, audience seating is limited. Each team member will receive two tickets (distributed by the coach). Children not participating in the Battle require a ticket and must be accompanied at all times by an adult. Children are not permitted to roam the school building unattended.
5. Please note that electronic devices with sound are not permitted in the stands so as to not distract competitors.
6. The Battle consists of four rounds of questions. There will be a 15-minute break after round two.
7. Since the competition takes place in a school gym, 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.
8. Food and beverages:
 - Feed your child dinner before arriving at the Battle location.
 - Food, drinks, candy and gum are prohibited in the gym. All will be confiscated.
9. Your child should use the restroom before arriving at the school, as bathroom space and time before the Battle are limited.
10. No cell phones, other electronic devices, or books are permitted on the gym floor.
11. As the Battle date approaches, visit hclibrary.org/battleofthebooks for updated information.
12. Scores will not be posted. Coaches will receive their team score within 14 business days of the event. All scores are final.
13. Team and other event photos will be posted to the HCLS Flickr page (www.flickr.com/photos/hocolibrary) 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.**

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.**

ISBN	AUTHOR	TITLE
9781616207465	Barnhill, Kelly	<i>The Girl Who Drank the Moon</i>
9780399546457	Behar, Ruth	<i>Lucky Broken Girl</i>
9781338159325	Cervantes, Angela	<i>Me, Frida, and the Secret of the Peacock Ring</i>
9781481490580	Engle, Margarita	<i>Forest World</i>
9781626727885	Flood, Joe	<i>Sharks: Nature's Perfect Hunter</i>
9780765385581	Gratz, Alan	<i>Ban This Book</i>
9780062662378	Shetterly, Margot Lee	<i>Hidden Figures: The Untold True Story of Four African-American Women Who Helped Launch Our Nation Into Space (Young Readers' Edition)</i>
9781492660828	Shevah, Emma	<i>Dara Palmer's Major Drama</i>
9781250098535	Swanson, Matthew	<i>The Real McCoys</i>
9780545540629	Telgemeier, Raina	<i>Ghosts</i>
9781536208979	Weatherford, Carole Boston	<i>Schomburg: The Man Who Built a Library</i>
9780545846615	Week, Sarah	<i>Save Me a Seat</i>

Sample Types of Questions

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

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 Kilde

Procedures for Recording Answers

Students will need to circle the number of the correct title and the letter of the correct author. They will have a list of titles and authors as a reference and the answer card will look different.

Below is an example of what the reference sheet and answer card will look like (based on the 2017 Battle of the Books list).

For example, if the answer to a question is *Frindle* by Andrew Clements, students would circle 4 T.

<Team Name>

Question #_____

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

11 12 13 14 15 16 17 18 19 20

Author:

A B C D E F G H I J

K L M N O P Q R S T

Sample BOB Reference Sheet

Titles		Authors
1	<i>The Fourteenth Goldfish</i>	A Cathy Camper
2	<i>My Big Fat Zombie Goldfish</i>	B Lisa Yee
3	<i>None of the Above</i>	C Kwame Alexander
4	<i>Frindle</i>	D Catherine Thimmesh
5	<i>A Pizza the Size of the Sun</i>	E Jonah Winter
6	<i>The Penderwicks: A Summer Tale of Four Sisters, Two Rabbits, and a Very Interesting Boy</i>	F Lloyd Alexander
7	<i>Lowriders in Space</i>	G Jennifer L. Holm
8	<i>Doll Bones</i>	H Shelley Pearsall
9	<i>The One and Only Ivan</i>	I Harriet Tubman
10	<i>The School Story</i>	J Holly Black
11	<i>Team Moon: How 400,000 People Landed Apollo 11 on the Moon</i>	K Lisa Graff
12	<i>The Book of Thirteen</i>	L Jack Gantos
13	<i>Roberto Clemente: Pride of the Pittsburgh Pirates</i>	M Jack Prelutsky
14	<i>All of the Above</i>	N Katherine Paterson
15	<i>Ivan: The Remarkable True Story of the Shopping Mall Gorilla</i>	O Kathi Appelt
16	<i>The Book of Three</i>	P Nathan Hale
17	<i>Three Below</i>	Q Matthew Holm
18	<i>Something Big Has Been Here</i>	R Jeanne Birdsall
19	<i>Stanford Wong Flunks Big-Time</i>	S Katherine Applegate
20	<i>The Underground Abductor</i>	T Andrew Clements

2020 Battle of the Books Sponsors

Thanks to our generous sponsors who have made Battle of the Books possible:*

Presenting Sponsor

Josephine B. Scheffenacker Education Trust

Additional Sponsors

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