

MEMORANDUM TO: VHSL Member Schools and Interested Parties

FROM: Lisa Giles, Assistant Director

SUBJECT: Job Opening for Scholastic Bowl Commissioner and/or Tournament Director

DATE: April 1, 2009

The Virginia High School League is seeking letters of interest for **Scholastic Bowl Commissioner and/or Tournament Director**. Please share this information with people you think may be interested in serving the Scholastic Bowl community in this capacity.

Responsibilities of Commissioner: duties include, but are not limited to understanding and interpreting rules in a fair and consistent manner; writing or otherwise procuring questions for the VHSL State Scholastic Bowl Championships; writing or otherwise procuring questions for VHSL regular season, district and regional tournaments; serving as liaison to district and regional tournament directors; conducting one or more rules clinics held in locations around the state; and assuming other duties as assigned by the Assistant Director.

Thirty-two matches are needed for regular season, and the district and regional tournaments need eight matches. In the current state championship double-elimination format, eight matches are required. Question format must fulfill the requirements as described in the VHSL Scholastic Bowl Manual and VHSL Handbook, especially that tossups be pyramidal (contain several clues and written so that harder clues lead to easier clues) and that within each match, set A and set B of the directed round be equal in difficulty. Questions used at the state championship may not have been used in any other competition (i.e. must be written especially for the VHSL State Championship).

Responsibilities of State Championship Director: direct the state championships which includes but is not limited to understanding and interpreting rules in a fair and consistent manner; ruling on protests as required; creating officials schematic (officials/teams/rooms); overseeing all tournament staff (quizmasters, judges, timekeepers); conducting opening meeting and closing awards ceremony; creating annual post-tournament report; attending annual Scholastic Bowl Advisory Committee Meeting as necessary; serving as liaison to district and regional tournament directors; conducting one or more rules clinics held in locations around the state; providing League with coaching resources including information on non-League competitions; and assuming other duties as assigned by the Assistant Director.

Experience and Qualifications: The preferred candidate(s) will have (1) experience organizing and/or directing quiz bowl tournaments; (2) thorough knowledge of VHSL Scholastic Bowl rules and procedures using the VHSL Scholastic Bowl Manual and VHSL Handbook as a reference; (3) outstanding speaking, writing and listening skills; (4) proven ability to work effectively with assistant director, educators, coaches, contest officials, parents and students; (5) computer competency and attention to detail; and (6) strong work ethic, organizational skills, good judgment, tact and integrity. Experience as a former player and/or coach is also preferred.

The Virginia High School League is an equal opportunity employer, and female and minority applicants are encouraged to apply or respond.

Application Process: Interested candidates should submit (1) a letter of interest detailing the individual's personal strengths in meeting the qualifications of the position(s), (2) resume and (3) two letters of reference with contact information to:

Lisa Giles, Assistant Director
Virginia High School League, Inc.
1642 State Farm Boulevard
Charlottesville, Virginia 22911
lgiles@vhsl.org

Deadline for receiving applications is **July 1, 2009**. Screening and interviewing of candidates will be conducted by the Assistant Director and/or a screening committee after the application deadline. The new Commissioner and/or Tournament Director will begin duties with the start of the 2009-10 school year.

The Organization: Since 1913, the Virginia High School League has fostered among the public schools of the commonwealth a broad program of supervised competitions and desirable school activities as an aid in the total education of students. A voluntary, non-profit corporation, the League serves 311 member schools and nearly 200,000 boys and girls who participate each year in programs ranging from football and field hockey to debate, drama and school publications.

LRG/sdc