

# **CBCA Queensland Readers Cup Coordinator's Information 2010**



<b>WELCOME</b>	<b>3</b>	
<b>OUR ROLE AS THE ORGANISING COMMITTEE</b>	<b>3</b>	
<b>YOUR ROLE AS REGIONAL COORDINATOR</b>	<b>4</b>	
<b>THE SCHOOL COORDINATOR'S ROLE</b>	<b>4</b>	
<b>TIMELINE</b>	<b>5</b>	
<b>FINANCES</b>	<b>6</b>	
ALLOCATION.....		6
WHAT TO SPEND IT ON .....		6
ACCOUNTABILITY .....		6
<b>FORMAT OF THE STATE FINAL</b>	<b>7</b>	
<b>PREVIOUS WINNERS</b>	<b>7</b>	
2009 REGIONAL WINNERS	<b>8</b>	
<b>CHECKLIST FOR ORGANISING A REGIONAL READERS CUP COMPETITION</b>	<b>9</b>	
ONE FORMAT FOR A REGIONAL CUP COMPETITION	10	
<b>CHECKLIST FOR RUNNING A SCHOOL READERS CUP COMPETITION</b>	<b>11</b>	
<b>HINTS FOR SCHOOL COORDINATORS OF A READERS CUP</b>	<b>12</b>	
<b>HINTS FOR READERS</b>	<b><u>13</u></b>	
<b>FORMS</b>	<b><u>134</u></b>	



## Welcome

Hi to our coordinators from last year and welcome to our new ones. Thanks for offering to be a Regional Coordinator this year. Those of you who were involved last year will know what a thrill it is and just how much the kids gain from being involved.

Your first point of contact for this year is Jenny Stubbs. She will be in touch with you throughout the project to pass on information and to answer any questions you may have. Di Lyons is also on the committee. Tina Cavanough will look after Year 8/9 finals.

Contact details are:

Jenny Stubbs [jstubbs@eq.edu.au](mailto:jstubbs@eq.edu.au) or [jstubbs@exemail.com.au](mailto:jstubbs@exemail.com.au)

Diane Lyons [di\\_lyons@hotmail.com](mailto:di_lyons@hotmail.com)

Tina Cavanough [tinacavanough@primusonline.com.au](mailto:tinacavanough@primusonline.com.au)

To help you and to answer any queries you may have, the CBCA Readers Cup administration group have put together this kit. There have been some changes from last year's as we try to fine tune the running of the cup.

Once again we are on a tight budget but maintaining the \$25 registration fee for each team. There is more about this in the Finances section.

**The motivation for the State Readers Cup is to get kids reading and to let the readers in our schools have an opportunity to shine. To be the winner is a wonderful achievement BUT every kid will be a winner if they have enjoyed the experience and have read titles they may not have encountered before.**

**We cannot emphasize enough that there must be an enjoyment experience by the kids in their reading and the subsequent sharing of the books with each other. We would like you to pass on this message and encourage schools to allow the teams to prepare themselves rather than having adult coaches. This will empower the teams to motivate and organise themselves which we believe is part of the Readers Cup experience. We hope you will respect this decision and have adults encourage from the sidelines rather than lead from the front.**

## Our role as the organising committee

As the State Organising Committee our responsibilities are to

- ② Organise and run the State Readers Cup
- ② Provide suggested titles and questions for regional finals
- ② Provide certificates (or template) for each team member and 1 reserve who participate in a regional event
- ② Provide a set of books for each team competing in the state finals
- ② Provide medallions to the team members at the state final
- ② Provide individual trophies for members of the winning team at the State Final and a perpetual trophy for the winning team (to be handed back for the following year)
- ② Be available to support and advise the regions or individual teams and to answer any queries that anyone has

- Ⓢ Process the central registration of teams
- Ⓢ Provide lists of teams to regional coordinators
- Ⓢ Keep an accurate record of all money collected and subsequent expenses
- Ⓢ Communicate with the regional Coordinators
- Ⓢ Promote and publicise the 2010 State Readers Cup

## Your role as Regional Coordinator

As a coordinator your main responsibilities include:

- Ⓢ Organising and running your region's Readers Cup including collecting the trophy given to the winning team last year. It's a good idea to have a small committee to assist.
- Ⓢ Registration of the winning team for the State Final. There are two forms to fill out for this - one for the team and a form each for the team members. Please make sure you send these forms as soon as you can after the regional final so you region is registered.
- Ⓢ Keeping an accurate record of your finances and sending paid invoices to the Readers Cup Registration to account for the money allocated to you to be spent. Your diligence in this is most appreciated.

## The School Coordinator's Role

- Ⓢ It is a good idea for each team to have a School Coordinator who is responsible for supervising the team. This person can be a teacher, parent, community member, senior student or past participant. They are the team contact between the team and the regional coordinator.
- Ⓢ The role of the School Coordinator is to provide guidance and practice facilities for students, and to pass on the Readers cup information.
- Ⓢ The School Coordinator should ensure that each team member has access to a copy of the books.
- Ⓢ School Coordinators should encourage cooperation, exploration, and fun. School Coordinators should also provide the opportunity for students to learn skills and techniques that will be of benefit.
- Ⓢ School Coordinators should stress the value of support and encouragement for one another.
- Ⓢ Participants will benefit far more from the Readers Cup experience if they are allowed to organise themselves, solve their own problems, make their own decisions and come up with their own questions. It is also less stressful and less work for School Coordinators.
- Ⓢ When selecting the team - look beyond academic achievement. Enthusiasm, enjoyment of reading and cooperation with others are all factors worthy of consideration.

# Timeline

## Term 1

- Ⓢ February - CBCA Qld Branch will send out an electronic flyer to all schools who took part in the 2009 competition, email various listservs, put the flyer on the website and send out flyer via CBCA newsletter.
- Ⓢ Regional Coordinators and their committees will select titles to be read in their region and notify CBCA Coordinator by the 20<sup>th</sup> February.
- Ⓢ Regional Coordinators and their committees will select a date and venue for their competition and notify all teams in their region as well as CBCA Coordinator.
- Ⓢ Registration is online at the CBCA Qld Branch website <http://qld.cbca.org.au/qldreadercup.htm>
- Ⓢ Teams will be emailed invoices and receipts.
- Ⓢ By 31<sup>st</sup> March notify CBCA State Committee of venue and date.
- Ⓢ **March 31st:** Registrations close for Regional Finals. Only online registrations will be accepted.
- Ⓢ CBCA Committee will keep a central register of all teams confirming with Regional Coordinators the teams registered.
- Ⓢ CBCA will choose 6 titles to be read by teams of 4 for the State Final.
- Ⓢ CBCA Qld Branch Committee will organise the State Final in Brisbane and post the finals information on the website.
- Ⓢ Schools may choose to conduct their own in-school Readers Cup to give children practice but **must not use regional titles**. This is optional.
- Ⓢ Teams start reading books just prior to the Autumn holiday.

## Term 2

- Ⓢ May - Select questions and prepare PowerPoint, answer sheets, team lists, notes for MC, prizes, tasks list and other items required for competition.
- Ⓢ Regional finals held by 24<sup>th</sup> June.
- Ⓢ Registered teams will read titles for their regional finals. Some regions may need to run heats depending on the number of teams registered in their region.
- Ⓢ Regional coordinators and their committees may assist the winning team to raise funds where necessary to attend the state finals in Brisbane.
- Ⓢ Regional coordinators advise CBCA of the address they would like the state final books sent to, for their winning team so the team has one set of the books.

## Term 3

- Ⓢ Regional teams prepare for the State Final
- Ⓢ State Final to be held in Brisbane during Brisbane Writers Festival on the afternoon/evening of Tues 31<sup>st</sup> August and Wed. 1<sup>st</sup> Sept. 2010.

## Finances

We ask each team for a registration fee of \$25. **If regions need to raise funds to send a team to the state finals it is suggested that they start fundraising as soon as possible.** You could approach your local community groups for sponsorship even if you don't know which team will be representing your region.

### Allocation

A maximum of \$400 per region, (\$200 per section) as discretionary funds will be allocated. You won't actually receive cash but will have a tab (for want of a better word) with CBCA Qld Branch. We will keep accurate records of what you spend and will not pay any invoices once your \$400 limit has been reached. Any funds not spent by regions will be allocated to regional groups who require assistance with travel and accommodation.

### What to spend it on

Your money can be spent on anything that you need to host your Regional Final. If you are not sure please check with any of us before spending it but the guidelines are very broad. Suggestions for spending your money

- ② Venue hire
- ② Guest author/speaker
- ② Prizes, cups, medallions - remember that CBCA Qld Branch pays for medallions that are given to each regional team member who competes at the state final and also for the certificates that are given to each team member including one reserve at the regional events. There is also a perpetual cup to be handed on each year.
- ② Programmes

### Accountability

As we are accountable for all monies collected from the teams, we need your assistance in maintaining accurate records. **Your diligence in keeping account of what you spend and sending it to us promptly will be most appreciated** as we can then calculate early what remains to be distributed to assist remote areas.

When you have paid for something please forward the paid invoice/receipt with expenses claim form to Jenny. We will accept invoices also but make sure it is marked with your region and has been verified by you for payment.

### Send invoices/receipts to:

The Treasurer  
CBCA Qld Branch  
PO Box 828  
Spring Hill 4004

### GST

If you have any queries about the Goods and Services Tax let them know that it does not apply in this case as the CBCA Qld Branch is a small organization and is currently not registered for GST.

## Format of the State Final

This is a guide only, based on other state finals.

Welcome

Rules of the Competition and Introduction of Quizmaster/s

Introduction of the Teams

Round 1:

Round 2:

Score for Round 1

Round 3:

Score for Round 2

Round 4:

Score for Round 3

Round 5:

Score for Round 4

Round 6:

Tiebreakers if needed

Final scores

Presentation of Medallions and Trophies

Books for sale and author signings

## Previous Winners

2004 State Final Winner

- 📍 Year 6/7/8: Brisbane South – MacGregor State School

2005 State Final Winner

- 📍 Year 6/7/8: Sunshine Coast - Stella Maris

2006 State Final Winners

- 📍 Year 6/7: Bayside – Redlands College
- 📍 Year 8/9: Brisbane South - Somerville House

2007 State Final Winners

- 📍 Year 6/7 Sunshine Coast - St Joseph's Primary School, Nambour
- 📍 Year 8/9 Darling Downs - Fairholme College

2008 State Final Winners

- 📍 Year 6/7 Tie - Townsville - Southern Cross Primary School and Capricornia - St Francis Primary School, Tannum Sands.
- 📍 Year 8/9 Bayside - Redlands College

2009 State Final Winners

- 📍 Year 6/7 Brisbane West – Graceville State School
- 📍 Year 8/9 Brisbane Bayside – Moreton Bay College

## 2009 Regional Teams

### **Brisbane Bayside**

- Ⓢ Year 6&7: Redlands College
- Ⓢ Year 8&9: Moreton Bay College

### **Brisbane North**

- Ⓢ Year 6&7: Clayfield College Junior School
- Ⓢ Year 8&9: All Hallows

### **Brisbane South**

- Ⓢ Year 6&7: Holland Park State School
- Ⓢ Year 8&9: Mt Gravatt State High School

### **Brisbane West**

- Ⓢ Year 6&7: Graceville State School
- Ⓢ Year 8&9: St Edmunds College

### **Bundaberg**

- Ⓢ Year 6&7: Torquay State School

### **Capricornia**

- Ⓢ Year 6&7: Redeemer Lutheran School
- Ⓢ Year 8&9: Blackwater State High School

### **Darling Downs**

- Ⓢ Year 6&7: Fairholme College
- Ⓢ Year 8&9: The Glennie School

### **Far North Qld (Cairns, Tablelands)**

- Ⓢ Year 6&7: St Andrew's College
- Ⓢ Year 8&9: Mareeba State High School

### **Gold Coast**

- Ⓢ Year 6&7: St Hilda's School
- Ⓢ Year 8&9: Hillcrest Christian College

### **Ipswich**

- Ⓢ Year 6&7: Sacred Heart Primary School Booval

### **Mackay**

- Ⓢ Year 8&9: Holy Spirit College

### **North Qld (Townsville, Bowen, Charters Towers, Ingham, Burdekin)**

- Ⓢ Year 6&7: Southern Cross Catholic School
- Ⓢ Year 8&9: The Cathedral School

### **Roma**

- Ⓢ Year 6&7: Injune State School
- Ⓢ Miles State High School

### **Sunshine Coast**

- Ⓢ Year 6&7: Chevallum State School
- Ⓢ Year 8&9: Sunshine Coast Grammar



## Checklist for organising a Regional Readers Cup Competition

- Invite neighbouring libraries/schools librarians/T-Ls to a meeting to organise the Regional Readers Cup
- Decide which books will be used in the regional competition and notify Jenny Stubbs [jstubbs@eq.edu.au](mailto:jstubbs@eq.edu.au) so they can be listed on the website. If you choose titles that other regions do then there will be more opportunity to share questions. Try to select a range of genre and reading levels as some smaller schools have fewer students from which to select a team.
- Organise who'll prepare questions for each of the books using a question template. Send copies of questions to Jenny Stubbs. **NOTE:** Those writing questions and with knowledge of the questions should not to be closely involved with their own school's team.
- Organise the date of the Regional Readers Cup Competition and the venue – Will a local school/library host the competition or do you need a hall?
- Notify the State Committee of your dates and venue by 31<sup>st</sup> March.
- Contact schools as they register and ensure that they know what books need to be read and when and where the finals will be held. If necessary, create a brochure to send to the schools. (See CD ROM and website for examples)
- Organise a Quiz Master for the occasion. This can be an author if available.
- Organise additional prizes as required. It's sometimes fun to ask extra audience questions on any literary topic in between rounds to give judges time to mark.
- Invite an author to present the prizes if possible.
- Organise judges, timekeeper, scorer, Data-Projector, answer and scoring sheets, pencils, chairs, small tables or clipboards for teams
- Prepare questions for judge to read out.
- Prepare questions with answers and notes on scoring for judges.
- Decide if there is to be supper/morning tea.
- Publicize the event in each school/library and the wider community.
- Commence fundraising if travel and accommodation costs are needed.
- Send results to the State Committee with a report.
- Send photos if you can to be used in CBCA newsletter or website.

## One Format for a Regional Readers Cup Competition

This is one way of running a Readers Cup – each region has its variations due to the CBCA Qld Branch linking in with existing competitions.

1. Teams of four sit around one table.
2. Students may confer to write the answer to the question on a prepared answer sheet /slip.
3. Students are given 30 seconds to complete their answer. A warning sound is given at 25 seconds.
4. All teams hold up their answers which are collected and marked. They are given points for their correctness. (2 points for a correct answer and part points for an incomplete answer.)
5. The scorer keeps a tally of the scores.
6. Progressive scores are announced throughout the event.
7. Team with the highest score goes to the state final.

***Please Note: In some competitions all the questions for one book are asked and written on one sheet of paper before being collected for marking.***

### ***Running a regional competition with concurrent Year 6/7 and 8/9 Program***

This example has been used very successfully by Shan Boller in the Townsville Region.

Townsville runs their Readers Cup a little bit differently from a strict primary and secondary competition. They select 3 titles for primary (6&7) only, 3 for primary and secondary and 3 for secondary (8&9) only.

They then have the one competition on the same night - which saves a lot of administrative organization and time. It also provides a gladiatorial type atmosphere for participants and their families.

They also fundraise on the night to send their teams down to Brisbane. It has worked really well for them, so they can highly recommend that way of conducting a competition.

# Checklist for running a School Readers Cup Competition

## *Initial Planning for Readers Cup Competition*

Gain support of your Principal and Staff

Organise multiple copies of the books to be used in the competition considering

- a range of genres
- both male and female authors
- books with male and female main characters
- books covering a range of interest levels and reading abilities
- Borrow copies from neighbouring school or public libraries

Prepare an attractive student flyer

- list the rules for the competition
- list the books to be read
- include the date the competition will be held
- advertise in school newsletter
- decide on prizes and how they will be paid for

Introduce the Readers Cup to students

- arrange class visits or promote the competition during library borrowing times
- select sections to read from some of the books and promote the titles
- hand out student flyers
- collect entry forms of teams of four
- encourage students to borrow the books from the library

Prepare Readers Cup questions (usually 4-6 per book)

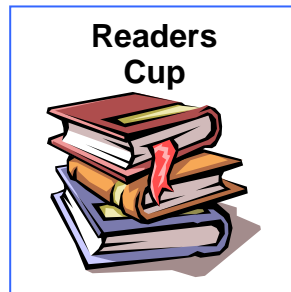
- Write enough questions for each book to cover the number you will need for the number of heats you will have and the final. Prepare extra questions to cater for the possibility of a tie in the final.
- Share the load with other teachers/teacher librarians.

Running the Readers Cup

- Prepare a timetable for the heats and the final and publicize this for staff and students
- Invite the Principal or an author to be there to present the prizes
- Organise prizes
  - First Prize – cup/medal for each team member+ (if funds permit book voucher/book) (*Idea! - Buy books from Scholastic Book Fair Sales*)
  - Second Prize – book voucher/book
  - Third Prize – book voucher/book
- Prizes for participation in the heats – lollies/bookmark

## Hints for School Coordinators of a Readers Cup

When you have decided on the titles for your school's Readers Cup, or been given the titles for your regional Readers Cup, put a temporary Readers Cup Sticker on the books with contact. Books could then be placed as sets in pamphlet boxes to be used by each team.



The boxes could have the name of the team on the outside of the box. Another idea is for the team to place a list of their names on the side and mark off titles as they read them. They could design their own table for this. Half a tick indicates that they are reading it, and then they complete the tick when finished. E.g.

	Jamie	Sam	Jacob	Sarah
Black Snake	√	√		\
Dragonkeeper	\		√	
My Dog	√	\	√	√
The Kraken	√		\	√

This way teams can make sure that all the books have been read by at least one person in each team.

Encourage them to hold team meetings to discuss the books and to make up questions to ask each other. Remember the spirit of the cup is for the teams to organise their own reading schedule and approach to understanding the books. There should be no coaching by adults.



## Hints for Readers

- ⓐ When you get the set of books for your team, hold a team meeting and decide who will read which books first.
- ⓐ Make a sheet that lists the team members and the name of the books and tick them off as you read them. You could put half a tick to indicate that you are reading it, and then complete the tick after you finish reading the book. You could do this with a spreadsheet or table on the computer. e.g.

	Jamie	Sam	Jacob	Sarah
<i>Black Snake</i>	√	√		\
<i>Dragonkeeper</i>	\		√	
<i>My Dog</i>	√	\	√	√
<i>The Kraken</i>	√		\	√

This way you will make sure that all the books have been read by at least one person in your team.

- ⓐ Hold team meetings to discuss the books, once a few of you have read the same titles.
- ⓐ As you read the books make up questions to ask each other. Remember the spirit of the cup is for you to organise your own team. There should be no coaching by adults.
- ⓐ Questions should have answers that are straight-forward and not be a yes no answer. e.g. If you were reading *Harry Potter and the Philosopher's Stone*, you could ask "What is the name of the game played by Harry Potter and what is he trying to catch in the game?"



## Forms

1. **State Registration Form** - to be sent via email
2. **Permission to use photographs and video footage** - to be posted
3. **Expenses Claim Form** – for Regional Coordinators to submit claims for regional expenses, and for regional teams eligible for subsidy to attend the state finals.



## ***Registration for the 2010 CBCA Queensland Readers Cup State Final***

---

Please send the following details **via email to [jstubbs@eq.edu.au](mailto:jstubbs@eq.edu.au)** as soon as possible after your Regional Readers Cup Final. The team then needs to send the *Permission to use photographs and video footage* forms to my home address, CBCA Qld Readers Cup, 43 John Street, Rosewood 4340

Region:

Category: Year 6/7 / Year 8/9

Team Name (ie School/Library):

Team members:

- 1.
- 2.
- 3.
- 4.
5. (Reserve) -

Teams choosing to have more than one reserve cannot be catered for at the state finals.

Team Contact's Name:

Email:

Postal Address:

---

**Please remember** to honor the spirit of the competition where team members take control of their own preparation for the 2010 Readers Cup State Final.

Team Contacts are there for support, advice and to pass on information about the 2010 Readers Cup State Final.

## Permission to use photographs and video footage



### The Children's Book Council of Australia (Queensland Branch) Inc.

PO Box 828, Spring Hill 4004, Ph./Fax 07 3217 5155  
E-mail qld@cbc.org.au

Dear Parents,

The CBCA (Qld Branch) State Readers Cup has been a huge success with over 350 schools taking part throughout Queensland each year. Your child has been a part of this successful event. As a part of this event includes taking photographs and video recording, we need your permission to use any photographs/video footage taken on the day. The original video footage and digital photographs will be archived and extracts from it will be used for a number of purposes such as

- sending to schools who want to see how the CBCA (Qld Branch) State Readers Cup is run
- included in applications for future sponsorship and funding
- promotion and publicity of the CBCA (Qld Branch) Readers Cup to schools, libraries, other CBCA state branches and interested organizations

For the extracts to be used by the CBCA (Qld Branch), we need your permission allowing us to use the sections where your child appears. **Could you please fill in the permission slip allowing us to use images of your child in the CBCA (Qld Branch) State Readers Cup and hand back to your team's organiser.**

Thanking you  
2010 CBCA (Qld Branch) State Readers Cup Organizing Committee Member

---

As parent/s/guardians of .....

representing .....Region

I/We give my/our permission for the CBCA (Qld Branch) State Readers Cup Organising Committee to use video footage/photographs of my/our child in the CBCA (Qld Branch) State Readers Cup 2010 for the following purposes

- sending to schools who want to see how the CBCA (Qld Branch) State Readers Cup is run
- including in applications for future sponsorship and funding
- promotion and publicity of the CBCA (Qld Branch) Readers Cup to schools, libraries, other CBCA state branches and interested organizations

Signed by Parent/s/Guardians .....



# The Children's Book Council of Aust (Qld Branch) Inc

## Request for Payment for Readers Cup 2010

Send to: The Treasurer, CBCA QLD Branch, PO Box 828, Spring Hill 4004

<b>Name</b>	
<b>Address</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Competition</b>	<b>Regional or State (Cross out one)</b>
<b>Region</b>	
<b>Section</b>	<b>6/7 or 8/9</b>

List items purchased or costs incurred


Receipts attached

Total \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_