



INSTRUCTIONS TO SCHOLASTIC BOWL MODERATORS

Before each match:

1. **Review your questions.** Check your questions to make sure you can read and understand them. Please try to get pronunciations correct, particularly of foreign terms. Bonus questions will indicate the number of parts.
2. Please be sure that no contestant is chewing gum.
3. You should be located facing the contestants. You may be using a rostrum and/or a microphone depending on the location.
4. Introduce yourself, your timer, and scorer to the students.
5. Remind players that the communication rules will be enforced. ***"This will be your only warning. When the match begins, penalties will be applied."***
6. Remind players that they will be recognized by the moderator before they should answer a question. The penalty for this has changed. Example: If a player on either team answers a toss-up before being recognized if the answer is correct then that team only receives half the points (5) for the toss-up and they are still able to attempt the bonus questions. If the answer is blurted out and is wrong then the toss-up is rebounded to the other team and there is no penalty.
7. Remind players that everyone should put down all pencils when the answering team indicates its readiness to answer a bonus question. **"Pencils down."** Then recognize the team that has buzzed in first.
8. Introduce both teams and have all team members check their buzzers by hitting it and giving their name and grade. Explain to each team how you will recognize them: by school name or calling on individuals by name.
9. Make sure the timer and scorer are ready to begin. It is helpful to you to have one of these officials sit at the edge of the table so that they can monitor fans for illegal communications.
10. Please remind the audience of the following:
 - a. They are there only as spectators and must not help either team in any way, such as whispering answers among themselves.
 - b. Applause is only to be indicated at breaks.
 - c. No questions may be recorded in any form.
 - d. Cell Phones and pagers should be turned to vibrate or off. "If you cell phone goes off you will be asked to leave the room for the rest of the match."
 - e. *No texting or recording of questions.*
 - f. Match rooms will be closed until halftime. At which time they doors will open for 2 minutes.
 - g. Please make sure that all laptops and portable devices are turned off.

To begin each match:

"We are ready to begin. The first toss-up is in ..." [Always give the sub-category as indicated in your questions for both toss-up and bonus questions. Give the number of parts each bonus question has: ***"Your four-part bonus is..."***]

During the match:

1. Before each question, give the question number (e.g. ***"Toss-up #10, Bonus #8, etc."***) Also state any questions that allow 30 seconds for an answer. Be sure to use all questions in the numbered order! You do not have the prerogative to change this! Toss-ups are numbered 1-30 and bonus questions 1-20. The same sequence shall be used in every competition room.

2. Once you have completely read a toss-up question, do not repeat it. If you are pre-empted, repeat the entire toss-up question once an incorrect answer has been given. The rebounding team on a toss-up **always** has the opportunity to buzz in within three seconds (which is your time call) and answer.
3. On a bonus question, indicate "**Correct**" or "**Incorrect**" after the response to each part of the question. Ask the rebounding team to respond to those parts not answered. Give the point totals for each team to the scorer, such as 12 points for Team A and 8 points for Team B. Indicate the correct response for each part that the rebounding team answers incorrectly.
4. **All answers provided must be assumed to be correct unless there are exceptions noted.** Last names only are always acceptable unless you ask for a more specific answer. Use your best judgment in interpretation of accepting a different answer than the one given. **However, you must be absolutely 100% sure when you accept a different variation of the answer than that which is printed in the questions. If there is the slightest doubt in your mind, do not accept any answer that is different than that which is printed.**
5. Each team has one team timeout per half that can be called only by the captain or coach before you read the sub-category of the next toss-up question. After a timeout and after the halftime break, check for substitutes. Substitutes should check buzzers and introduce themselves as indicated above.
6. Although the timer and scorer are also judges to help you, **you have the final decision to make.** These assistant officials are to notify you if anyone is *communicating*.
7. Match interruptions are not permissible. You may stop the match **except during any timed portion** for the following reasons:
 - A. To check the score.
 - B. To correct an error on your part. If your error occurs on a toss-up, you will select a replacement toss-up question, preferably from the same main category (e.g., social studies, math, science, etc.). If your error occurs on a bonus, you will select a replacement bonus question with the same number of parts and preferably from the same main category. If your error is made on a bonus question after the answering team has answered some parts, the rebounding team may only respond to the number of unanswered parts. **Do not use a replacement question just because you do not like a particular question in the deck.** If a replacement question is used at state, please mark a large **X** through that question so that the state administration will know it has been used in competition.
 - C. To discipline the players or audience.
 - D. To resolve a protest called by a coach during a clarification timeout. A clarification timeout must be called prior to the next toss-up question and are for match procedures, not to correct answers. Only you and the two coaches should be involved and your decision is **final**. *This one clarification timeout per match called by either coach is not charged to either team.* Each coach is permitted one clarification timeout per match which should be marked on the score sheet. A coach who requests a clarification time-out shall not be charged for the use if the error is correctable.
 - E. If there is malfunction of the electronic lockout response system.
8. The timer will call 15 seconds (**30 seconds for all advanced computation questions**) for toss-ups and 30 seconds for bonus questions. **You** must call the three seconds the player has to answer his toss-up. The captain of the team who buzzed in first shall answer all bonus questions or designate someone on the team to answer. Do not wait more than three seconds for the captain to respond to a part of a bonus question. Do **not** use a replacement question in this instance. If an answer comes from the audience, replace the question. All bonus questions must be read completely and can not be pre-empted by the team to whom it was awarded.

9. Stop for the two-minute break after Toss-Up #15 and the necessary bonus questions have been given.

Ending a match:

1. A match shall be completed in one of the following ways:
 - a. By completing the 30 toss-up questions and accompanying bonus questions if neither team has 301 points.
 - b. By completing the 20 bonus questions.
 - c. By the accumulation of 301 points by one team. This could occur following a toss-up question. If so, the bonus question should not be given.
 - d. If neither team has accumulated 301 points after the 30th toss-up question has been answered correctly, the accompanying bonus question shall be given.
2. Congratulate the teams on a well-played match. Announce the final score.
3. If there is a tie in the number of points the following procedures should be used:
 - a. Regular season match – The first team to answer two toss-up questions correctly shall win the match.
 - b. See Section 6 and 7 in the Scholastic Bowl Manual Rule Book for procedure to ending pool play/tournament winners and pool runner-ups.
4. Do not dismiss the audience until all matches for that round have been completed.
5. Sign the official score sheet and turn it in with all question cards to the host office immediately after each match.

Penalties to be enforced for illegal communication:

1. If a player communicates during the reading of a toss-up or bonus question, his team immediately forfeits the right to answer that question. If this happens during a toss-up question, the unanswered parts of the accompanying bonus questions shall **not** be rebounded to the talking team.
2. When the captain or designated player begins to answer a bonus question, that player shall not receive any more information from other team members, including the passing of papers. If teams are in the process of passing papers when the buzzer is sounded, this may be completed before the answer is begun. If the person answering does receive any more information, any answer not yet given is disqualified and any incorrect and remaining parts of the bonus questions are rebounded to the other team.
3. If a player(s) or coach on either team talks to question match procedures or a particular answer, that player's team will forfeit its opportunity to answer the next toss-up question.

Communication includes but is not limited to (Rule 7-1-2):

- Talking, whispering, or mouthing
 - Pointing, gesturing, signaling
 - Passing of papers
 - Deliberate physical contact with the intent to gain another player's attention
 - Looking at another player's written materials for answers
4. If a player answers their cell phone during a match this is considered to be illegal communication and their team immediately forfeits its right to answer that question.