

INSTRUCTIONS TO IESA SCHOLASTIC BOWL MODERATORS

Preparing for a Match

1. **Review your questions.** Check the questions to make sure you are familiar with and understand them. Please try to get pronunciations correct, particularly of foreign terms. Try reading the questions aloud to help catch missing words or pronunciations that may be troublesome. Bonus questions will indicate the number of parts.
2. **Know the rules and apply them consistently.** The IESA Scholastic Bowl Rules are available on the IESA website.
3. **Be friendly.** This will help put the students at ease and be more relaxed, so that they are more likely to do their best.
4. **Tournament Information.** Check with the tournament manager to make sure you know the following: Who will collect the score sheets after each round, how to communicate the use of replacement questions, who to contact regarding equipment problems.

Before a Match

1. Check with your scorers and timers to see if they are familiar with their role or need any questions answered. Remind them that they are match officials and will assist you in watching players, coaches, and those in attendance.
2. Please be sure that no contestant is chewing gum.
3. Check to make sure that you are reading the correct set of toss-up and bonus questions for each round.
4. You should be located facing the coaches and fans. You may be using a rostrum and/or a microphone depending on the venue.
5. Introduce yourself, your timer, and scorer to the teams.
6. Remind players that the communication rules will be enforced. *"This will be your only warning. When the match begins, penalties will be applied."*
7. Remind players that they will be recognized by the moderator before they answer a question. The penalty for violation of this has changed. Example: If a player on either team answers a toss-up before being recognized:
 - a. 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.
 - b. If the answer is blurted out and is wrong, then the toss-up is rebounded to the other team and there is no penalty.
8. Remind players that everyone should put down all pencils when the answering team indicates its readiness to answer a bonus question. State: **"Pencils down."** Then, recognize the team that has buzzed in first.
9. 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.
10. Make sure the timer and scorer are ready to begin. It may be helpful to have one of these officials sit at the edge of the table so that they can monitor fans for illegal communications.
11. 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 or gesturing.
 - b. Applause should only be indicated at breaks.
 - c. Match questions may not be recorded in any form.

- d. Cell Phones and pagers should be turned to vibrate or off. "If your cell phone goes off, you will be asked to leave the room for the rest of the match." Any disruption by an audience member's communication device during a match may cause the audience member to be excused from the room for the remainder of the match.
- e. *No texting or recording of questions.*
- f. Match rooms will be closed until halftime. At which time, the doors will open for 2 minutes.
- g. Please make sure that all laptops and portable devices are turned off.

To Begin a Match

1. "***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 a 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.
 - a. Be sure to use all questions in numbered order! You do not have the prerogative to change this!
 - b. Toss-ups are numbered 1-24 and bonus questions 1-20. The same sequence will be used in every competition room.
 - c. Check off questions as you read them. This helps avoid any possibility of rereading a question. Check off parts of the bonus answered correctly for each team, using a different mark for each team.
2. If an individual preempts the moderator's reading of a toss-up question and answers incorrectly, the moderator can choose to continue the question at a reasonable place prior to the point of interruption for the rebounding team. This allows the moderator to avoid rereading an entire question if they don't believe it benefits the rebounding team.
3. On a bonus question, indicate "***Correct***" or "***Incorrect***" after the response to each part of the question.
 - a. Ask the rebounding team to respond to those parts not answered.
 - b. Give the point totals for each team to the scorer, such as 12 points for Team A and 8 points for Team B.
 - c. 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. **IMPORTANT NOTE: 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. This must be done before you read the sub-category of the next toss-up question.
 - a. 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, **you have the final decision.** These assistant officials are to notify you if anyone is *communicating*.
7. Match interruptions are not permissible. **With the exception of during any timed portion, you may stop the match for the following reasons:**
 - a. To check the score.
 - b. To correct an error on your part.
 - i. 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.).
 - ii. 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.

- iii. 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.
 - iv. ****Do not use a replacement question just because you do not like a particular question in the deck.**
 - 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 reading of the bonus question or the next toss-up category is given and are for match procedures, not to correct answers. Only you and the two coaches should be involved and your decision is **final**.
 - i. 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.
 - ii. Substitutions may not be made during a clarification timeout.
 - e. If there is a malfunction of the electronic lockout response system.
8. **The timer will call 10 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 cannot be pre-empted by the team to whom it was awarded.
9. Stop for the two-minute break after Toss-Up #12 and the necessary bonus questions have been given.
10. During the halftime break:
- a. Turn your questions over.
 - b. If you leave the room for any reason, keep the questions with you.
 - c. Make sure the score and the posted score are correct.
11. After the break, introduce any substitutions that were made at the half.

Ending a Match

1. A match will be completed in one of the following ways:
 - a. By completing the 24 toss-up questions and accompanying bonus questions if neither team has exceeded 300 points.
 - b. By completing the 20 bonus questions.
 - c. By the accumulation of more than 300 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 more than 300 points after the 24th 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 procedures to ending pool play/tournament winners and pool runners-up.
4. 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/her team immediately forfeits the right to answer that question.

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.
 - a. If teams are in the process of passing papers when the buzzer is sounded, this may be completed before the answer is begun.
 - b. If the person answering does receive 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.
4. Communication includes, but is not limited to: (Rule 7-1-2)
 - a. Talking, whispering, or mouthing
 - b. Pointing, gesturing, signaling
 - c. Passing of papers
 - d. Deliberate physical contact with the intent to gain another player's attention
 - e. Looking at another player's written materials for answers
5. 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 at the time of disruption and the next question.

Competition Room Set-Up

