**Competition Format & Rules**

**GAME FORMAT**

1. A school may have no more than one team.

2. Coaches must remain with their team

3. Each school will participate in six rounds.

4. Each round will consist of 10 questions.

5. Alternates may be substituted between rounds.

6. Teams will receive 10 points for each answer.

7. There will be no penalties for wrong answers.

8. There will be five members on a team and up to five alternates.

**GAME RULES**

1. Students may hold the buzzer.

2. When the student buzzes in, the console judge must acknowledge the student and team.

3. The answer must be given within 10 seconds by the student who buzzed in.

4. If the answer is incorrect, the question will be repeated for the other team. They will have ten seconds to answer.

5. If neither team buzzes in, the moderator will answer the question and proceed to the next question.

6. If a contestant buzzes before the completion of a question, the moderator stops reading and, after being recognized; the contestant must answer immediately. If an incorrect answer is given, the moderator reads the entire question and the opposing team has an opportunity to answer the question within 10 seconds.

7. Any concern about an answer to a question MUST be addressed by the student to the COACHES before the next question is asked. The moderator’s decision is final. The student will get the attention of the coach by raising his/her hand.

8. Coaches stay with your team. You will ask any questions, not a team member, a parent or other visitor.

**\*Remember:** Team members are not allowed to confer with each other during the rounds.

**WINNERS:** The teams with the highest total points from their rounds will be the winners. If there is a tie for first place, a tie-breaker round will be held consisting of five questions. Awards will be given after competition has been completed.

**Competition Etiquette:**

**Talking during the competition is inappropriate. Each team in violation, including team members, coaches, and visitors, will receive one warning. If a second violation occurs, the opposing team will receive ten points for the question being asked or answered when the violation occurred.**

Source: *HRRB Volunteer Information Packet*

**Job Descriptions**

**COACHES**

**1. Stay with your team.**

**2. Address your questions and concerns only to the moderator before or after the round.**

**3. You are not allowed to initiate a challenge. (Challenges must be initiated by a Team member without prompting.)**

**4. You are not to challenge the decision of the moderator.**

**5. Remind parents and others there will be no talking during a round. After the first warning by the moderator, the opposing team will automatically receive 10 points.**

**SCOREKEEPER**

**1. Record names of each school at the top of score paper and on the official Helen Ruffin Reading Bowl Coach’s Score Verification Form.**

**2. Keep scores on score paper.**

**3. Tally and record total score at end of round on official Helen Ruffin Reading Bowl coach’s score verification form and have each coach sign at the bottom. Moderator and coaches must verify.**

**4. Open your door to signal the runner to pick up both your signed coach’s score verification form and the large score sheet. Staple them together.**

**5. The scores will be recorded and the total tallied. Results will be announced during the final assembly.**

**TIME KEEPER \***

**1. Use stopwatch/timer program to begin count of 10 seconds as soon as team member is recognized by the Moderator.**

**2. Use stopwatch/timer program to begin time after each question is asked if no one buzzes in.**

**3. When a player buzzes in, call time at the end of 10 seconds if no answer is given.**

**CONSOLE JUDGE \***

**1. Operate console for Quiz Matic.**

**2. Test the buzzers at the beginning of each round.**

**3. Identify team and number of player who buzzes in first.**

**4. If no one buzzes in, answer the question and proceed to the next question.**

**5. Recognize the Time Keeper when he/she calls time at the end of 10 seconds if no answer is given.**

**6. Prepare Quiz Matic for next question by pressing reset button.**

*HRRB Volunteer Information Packet ~ Job Descriptions* Page 5 of 8

**MODERATOR**

**1. Prior to the round, verify the round and make sure it matches with the number on the top of the sheet containing the questions. Take time to read the questions before each round begins. Check for unfamiliar words and phrases.**

**2. READ THE RULES AT THE BEGINNING OF EACH ROUND.**

**3. Let the console judge check that all equipment is working.**

**4. Read the questions.**

**5. Acknowledge that answers are correct or incorrect.**

**6. Read correct answer if no correct answer is given.**

**7. If a player buzzes in before you finish reading a question, STOP and allow the player to answer immediately.**

**8. Acknowledge only questions from a team member after the student raises her/his hand and speaks with the coach. A coach cannot raise a question or challenge on his/her own. (Coaches can speak for the team, not themselves.) PARENTS ARE TO BE SEEN AND NOT HEARD.**

**9. If an answer must be verified, it should be given to a hall runner to take to the media center for verification. The round, your level (elementary, middle, or high), the question number, book title, and page number where the answer should be located should be identified.**

**10. Prepare for the next round by previewing the questions.**

**\* Depending on the number of Volunteers, the Timekeeper and Console Judge may be combined.** *HRRB Volunteer Information Packet ~ Moderator’s Checklist* Page 6 of 8