The Volunteer Roles: Everyone plays a vital part!

Moderator

Question Judge

Scorekeeper

Rules Judge

Timekeeper
MODERATOR – What do I do?

Introductions
- Follow the outline on the official score sheet
- Ask the coaches to shake hands, introduce themselves, and sit together near the back of the room
- Identify who will be acknowledging the students

Reading the Questions
- Announce whether it is a toss-up or bonus question
- Announce the question number
- Announce the question category
- Announce whether it is multiple choice or short answer
- Read the question
- If the question is interrupted, stop reading and say, “Interrupt”

Who Won?
- Complete the official score sheet
- Ensure both team captains sign the score sheet

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Note: At the end of each match, the official score sheet should be signed and placed in the corresponding round-numbered envelope. The packet should then, immediately, be taken to the score room by the Runner or official who will be going to the score room first.

Minimum Requirements:
- Be able to articulate clearly and maintain a good pace
- Know and be able to apply all of the rules
- Read and review the questions prior to the event
- Have a college degree in math or the sciences
QUESTION JUDGE – What do I do?

Ensure that:
- The correct teams are in the competition room
- The moderator is reading questions from the correct round
- The moderator is reading the questions correctly (not skipping words, correct pronunciations)

Control the buzzer system
- Wait to reset the buzzer system on toss-up questions until student has been verbally recognized

Verbally recognize the students when they buzz-in on toss-up questions
- Identify students by announcing the team letter (A or B) and participant ID (1, captain, 2, 3), i.e., “A-3” or “B-captain” and THEN hit the reset button
- Do not wait to reset the buzzers – please reset as soon as the student is verbally recognized

Challenges
- Request that clock be stopped during challenges
- At the National Finals: all challenges must be sent to the Appeals Room

Challenge?
• Ask timekeeper to stop the clock.

Minimum Requirements:
• Be able to follow the competition flow
• Know and be able to apply all of the rules
• Read and review the questions prior to the event
• Have a college degree in math or the sciences
SCOREKEEPER – What do I do?

- Complete the required information on the score sheet (team names)
- Understand where to place points --- Use a cumulative tally

Scoring
- Toss up questions = 4 points  
  Bonus questions = 10 points
- Toss up Penalty = 4 points  
  Bonus Penalty = 10 points

- If a competitor interrupts the Moderator while a question is being read, and if the competitor answers incorrectly, then the opposing team:
  - Is awarded 4 points
  - Has the question reread
  - Has a chance to answer the toss up question, if still eligible (for an additional 4 points)
  - If the toss-up is correct, has a chance to answer the bonus question (for an additional 10 points)

- If a competitor buzzes in, and answers before being recognized (a Blurt), then the opposing team:
  - Is awarded 4 points (Note: if there is a blurt AND an interrupt, there is only ONE 4-point penalty)
  - Has a chance to answer the toss up question, if still eligible (for an additional 4 points)
  - If the toss-up is correct, has a chance to answer the bonus question (for an additional 10 points)

- At halftime
  - Announce the scores

Minimum Requirements:
- Be able to perform basic math skills quickly and accurately
- Be able to focus on the scoring in a competition setting
- Be comfortable standing as needed during competitions
- Be at least in eighth grade (depending on maturity)

- VERY IMPORTANT: At end of game
  - Announce the final scores
RULES JUDGE – What do I do?

Responsibilities
- Stand in front of the room facing the audience
- Ensure that the rules are followed
- Ensure quiet
- Ensure that no one signals/communicates with the competitors. If communication does occur during a match, ask the person to leave the room (without causing undue duress – please)

Warnings
- If a rule is broken, enforce the penalty right away – please do NOT give a warning

Collect all used scratch papers
- from teams at the beginning of the match, at the half, and at the conclusion

Ensure that the clock starts and stops at the appropriate times
- The clock should be stopped during discussions between officials, and between officials and students

Electronic Devices
- No one in the room is permitted to use any electronic devices

No one in the room may write anything during the matches
- Exception: coaches may mark the coach score sheets, if provided

Minimum Requirements:
- Know and understand all of the competition rules
- Be able to enforce the rules in a competition setting
- Be comfortable standing as needed during competitions
- Be at least a senior in high school (depending on maturity)

Challenge?
- Ask timekeeper to stop the clock
TIMEKEEPER – What do I do?

• The basics…
  • It is very important to focus on the time – NOT the game – and whether a question is a toss-up or a bonus
  • At the National Finals, one match is composed of two ten-minute halves, with a two-minute break

• To begin…
  • The timekeeper starts the game clock when the moderator begins reading the first question
  • Begin timing as soon as the moderator finishes reading the question
  • Students have 5 SECONDS to buzz-in to answer a toss-up question after it has been completely read
    • After 5 SECONDS, announce “TIME!”
    • If the first team answers incorrectly, the second team has five seconds to buzz-in after the moderator says, “not correct”
  • Students have 20 SECONDS to answer a bonus question
    • After 15 seconds, announce “5 SECONDS!”
    • After 20 seconds have elapsed, announce “TIME!”

• If there is a challenge, stop the clock

• Visual Bonus Questions (DE rounds 6-9 only):
  • 30 SECONDS to answer a bonus question
    • After 25 seconds, announce “5 SECONDS!”
    • After 30 seconds have elapsed, announce “TIME!”

Toss-up Question
5 Seconds = “TIME”

Bonus Question
15 seconds - “5 SECONDS”
20 seconds - “TIME”

Challenge?
• Stop the clock

Minimum Requirements:
• Know and understand the timing rules
• Be able to focus on timing in a competition setting
• Be at least a junior in high school
We are doing this for the Kids!

Let's make this a Great Experience!
Thank You For Volunteering!