

GEORGIA ACADEMIC TEAM ASSOCIATION

DIRECTIONS FOR TOURNAMENT READERS, TIMERS and SCOREKEEPERS

READERS

1. You, the **READER**, are officially in charge of all matters having to do with matches played in the room to which you are assigned.
 - a. You may have one or two other tournament officials, a timer and/or a scorekeeper, also assigned to the room; if these officials are experienced in quiz bowl, you may wish to call on them to assist you in decision-making such as word pronunciation, recalling the sequence of events in a protest, etc.
 - b. You and the other official(s) should determine the division of duties before beginning the match. (Timer and scorekeeper duties are given below, but you may want to reassign them. Some readers prefer to perform most of the duties themselves; do as much as you feel comfortable doing.)
 - c. Before you begin reading each match, you or the other official(s) should...
 - (1) Run a buzzer check; if any part of the system is out of order or is in questionable working order, send to Tournament Central for a replacement.
 - (2) Identify the name of each team and its captain. If teams have team name placards, having the captains place the placards in front of them will assist you in remembering the captains.
 - (3) Be sure each player knows his position number; positions may have ID numbers 1-4 displayed. If not, players are usually identified, left-to-right, (Team name): 4,3,2,1 – (Team name): 1,2,3,4.
 - (4) A player may not begin his/her answer until he/she is recognized by the designated official: *tell the players exactly how you or the other official will recognize them.*
2. You, the **READER**, should always return to Tournament Central with the official score sheet and the questions packet after each match; you will turn in the score sheet and the questions packet, pick up a new score sheet and question packet for the next match and wait for instructions from the Quiz Master.
3. **TOSS-UP QUESTIONS** are worth 10 points each and are open to both teams.
 - a. Read the toss-up until you hear the sound of a buzzer (bell, etc.), at which time you stop reading, even if you are in the middle of a syllable. It is very important not to keep reading after a player has buzzed in. The player buzzing in has 3 seconds *after being recognized by the designated official* to begin his/her answer.
 - b. A player may interrupt the reading of a toss-up question at any time, but if his/her answer is incorrect, rule the answer “incorrect” and immediately resume reading the question for the other team exactly where you were interrupted; if you don’t remember the exact point of interruption, begin from some logical point that you do know you have already read. (Try to avoid a long pause between ruling an interrupted question incorrect and resuming reading to the other team.)
 - c. If you read the toss-up completely without either team’s interrupting, the teams have 5 seconds after you stop reading to buzz in (or 15 seconds if the question involves computation). The first player to buzz in has 3 seconds *after being recognized by the designated official* to begin his/her answer.
 - d. Should you read a toss-up completely and one team buzzes in and gives an incorrect answer, do not re-read the question for the other team; just rule the answer incorrect and offer the question to the opposing team. The opposing team then has 5 /15 seconds to buzz in after you offer them the question. **REMEMBER NOT TO GIVE THE CORRECT ANSWER UNTIL BOTH TEAMS (if needed) HAVE HAD A CHANCE TO ANSWER THE TOSS-UP!**
 - e. If the second team also fails to buzz in and/or give a correct answer, the first team does not have *another* opportunity to answer that toss-up. Announce “no points,” skip the bonus question and begin reading the next toss-up.
 - f. *If you goof* (it happens to the best of us) and need a replacement tossup question, use the tie breaker at the end of the question set. If you run out of tie breakers, send to Tournament Central for extras.
 - g. *See also #7. Students May Not..., item b., below.*

5. **BONUS QUESTIONS** are rewards for answering toss-ups correctly. All bonuses are in two parts; each part is worth 10 points.
- In Varsity and Junior Varsity matches, only the captain of the team may deliver the answer for a bonus question. The team that answers the toss-up correctly has the first opportunity to answer each part of the bonus question.
 - Read each part of the bonus separately. Should the team that earns first opportunity to answer each part of the bonus miss the first part, you should immediately offer (bounce) that part of the bonus to the other team. The captain of the other team must begin his/her answer within 3 seconds of your offering the question, with no further consultation or prompting. If the second team *also* answers part one of the bonus incorrectly, *immediately begin reading part two of the bonus* for the team that answered the toss-up correctly and proceed in the same manner as for part one. REMEMBER! DO NOT give the correct answer to **any part** of the bonus until both teams--if needed--have had a chance to answer both parts.
 - If you goof on a part of a bonus and must throw out that part, you have two options: (1) You can use part of a bonus that you skipped earlier in the round because no team answered that toss-up, or (2) you can use one of that round's tiebreaker question to fill in as part of the bonus. If you run out of these options, send to Tournament Central for added questions.
 - See also #8, b., below.**
6. **PROTESTS** may be lodged only by the team captain or coach. Protests must be lodged verbally with the reader and settled before the round progresses to the next toss-up question.
- You have 3 ways to resolve a protest within the playing room:
 - You may decide on the given answer/behavior/etc., without conferring with anyone.
 - You may decide on the answer/behavior/etc., after conferring with your timer/scorekeeper and/or the team coaches.
 - You may replace the question in protest with a tiebreaker from the end of the round.
 - At a State Tournament, if coaches disagree with the reader's decision, they may request that a protest be taken out of the room for resolution by the Quizmaster, Tournament Director or the designee of either of the two latter officials.
7. **PLAYERS MAY NOT...**
- Begin a **toss-up** answer before being fully recognized by the designated official; such an answer is considered non-responsive and cannot be accepted whether it is correct or incorrect. Do not rule the answer correct or incorrect, simply "non-responsive;" immediately continue reading for the other team or bounce the question to the other team.
 - Do anything (use gestures or body language, make noises, etc.) that could be interpreted as communication during a toss-up. Any such action is consultation and is not allowed.
 - Have access during the match to texts, reference books, calculators, handwritten lists or other aids prepared prior to the match.
 - Have operative cell phones, pagers, etc., during matches; remind them and others in the room to disarm these devices before each match begins.
 - Leave the room *en masse* or become noisy enough to disturb other rooms before all rooms in their area have finished the round.
8. **MISCELLANEOUS** suggestions and a reminder to help keep matches moving smoothly and rapidly:
- Be animated! Avoid long explanations, side comments about the questions, "teaching opportunities," making jokes, especially those aimed at the players and their knowledge or lack thereof, etc.
 - If you have difficulty pronouncing a word, go ahead and pronounce in any way you think that it should/could be pronounced. If you cannot find any way to pronounce the word, as a last resort, spell it. CAUTION: Do not spell THE word in a spelling question!
 - Announce how many points are awarded after each toss-up and after each part of the bonus so the scorekeeper can record accurately.
 - You may mark on the question sets in pencil only. Please try to keep marks to a minimum.
 - THE TIMER, SCOREKEEPER AND READER SHOULD NEVER ALL BE OUT OF THE PLAYING ROOM AT THE SAME TIME! Please make an effort to keep an eye on school and teacher property during the day.
 - Remember that after EACH MATCH, YOU take the official score sheet and questions packet back to Tournament Central.

TIMERS

(NOTE: The reader may wish to reassign some of these duties and may do so in whatever way he/she feels most comfortable.)

1. As a **Timer**, you will perform **four main functions**, the latter three as illustrated in items 2-4, below:
 - a. You will control the buzzer system console. (See NOTE above.)
 - b. You will recognize the player that buzzes-in prior to his/her giving a response to a toss-up (see #2, below).
 - c. You will time response-time for each toss-up and bonus (see #3 & #4, below).
 - d. You will say "TIME" decisively whenever appropriate (see #3 & #4, below).
2. **Recognition of Players**
 - a. When a player buzzes in on a toss-up, recognize the player in the following manner: "Central, player 2." or "Central, 2."
 - b. If the recognized player gives an incorrect answer, clear the buzzer console, and after the reader offers the question to the other team, repeat the process for the other team.
3. **Timing Procedures on Toss-Ups (see Readers Instructions re. Toss-ups for complete info)**
 - a. When a player buzzes in on a toss-up before it is read completely and is recognized, allow 3 seconds for the player to begin his/her answer before calling "TIME." At that point, reading is continued for the other team, and the timing procedure begins again.
 - b. Once a toss-up has been read completely, wait 5 seconds (15 for computation); if no one buzzes in within 5/15 seconds, declare 'TIME.' At that point the question is dead and no one else may buzz in.
 - c. If a toss-up has been read completely and the first team to buzz in answers incorrectly, the reader will offer the toss-up to the opposing team *which will have an additional 5/15 seconds to buzz in*.
 - d. Note that players must begin their answers *before* or *as* you are calling "TIME" or lose the opportunity to answer.
4. **Timing procedures on Bonus Questions**
 - a. The team earning the bonus is allowed **10 seconds consultation time** for each part of the question, except for **computational questions, for which they are allowed 15 seconds**.
 - b. After 10 (or 15) seconds, declare "TIME," and the reader will immediately ask the captain for the team's answer. If the captain of the team that earned the bonus does not give the correct answer, the reader will offer (bounce) the question to the other team.
 - c. After the question is offered to the second team, give the second team captain only 3 seconds to begin his/her answer before calling "TIME." The second team captain does NOT get a reader prompt for his/her answer!
 - d. The second team's captain must begin his/her answer *before* or *as* "TIME" is called .
5. As a Tournament Official, remain in the playing room with the teams to insure that no one tampers with materials, equipment, etc., and that everyone behaves in an orderly and sportsmanlike manner.

SCOREKEEPERS

(NOTE: The reader may reassign some of these duties and may do so in whatever way he/she feels most comfortable.)

1. As a **Scorekeeper**, you will perform **five main functions**:
 - a. In the blanks at the top of each score sheet, complete **all information** required for the particular tournament you are scoring. The quizmaster will tell you what is required during workers' training.
 - b. Keep an accurate, cumulative (running) score for each team in the spaces indicated.
 - c. Check the scores with the coaches at the times indicated on the score sheet or whenever asked to do so by the reader or a coach. Each team is limited to one such request during each match.
 - d. Have each coach—not captain--sign on the appropriate line at the bottom of the score sheet to verify agreement with the final scores given for both teams.
 - e. Give the verified score sheet to the reader to take back to Tournament Central.
2. As a Tournament Official, remain in the playing room with the teams to insure that no one tampers with materials, equipment, etc., and that everyone behaves in an orderly and sportsmanlike manner. Report any infraction to the reader when he/she returns to the room.