

### **Responsibilities of the Timer**

1. The timer must immediately and distinctly announce which teams, A, B, or C, has buzzed in.
2. The timer must announce that time is up at the conclusion of each 5 or 15 second response interval.
3. After a question is read in its entirety, teams have 5 seconds during which buzz in.
4. Read and be familiar with team rules.

### **Responsibilities of the Coaches**

1. It is the coach's responsibility to be familiar with the rules and procedures for teams, reader judges, and timers.
2. Coaches should designate a team captain for each oral round.
3. We are operating on a very quick time schedule, so please remind your team to move quickly and accurately from room to room.
4. Coaches should encourage good sportsmanship.

## **Knowledge Bowl**

### **Officials' Rules and Procedures**

### **Reader / Judge Timer Coach**

1. After the written round, the reader-judge is responsible for giving the answer sheets to the room's designated runner who will take them to scoreboard headquarters. The name of the school rather than the team name must appear on the answer sheet.
2. Teams are designated by A,B, and C on the timing devices and on the tables for oral rounds. Timing devices must face the teams.
3. Mark team names (not A, B, and C) on scoring sheets. Each team must have a designated captain. Please announce that the team name card should be placed directly in front of each team.
4. Be certain that the questions you are reading for the correct round.
5. Start on time!
6. Get the teams' attention before reading questions and remind them of the rules. For example, say, "Teams, here is the first question. You will have 15 seconds to answer after the bar is pressed."
7. A team may quietly discuss the questions and/or answer, per judge's discretion. A team's discussion time ends when the team provides an answer.
8. One answer must be given by one spokesperson, either the team captain of his/her designee. Talking between questions should be kept to a minimum. Action on that point is at the judge's discretion.
9. Pencil and paper may be used for any question.
10. Remind teams to withhold their response until they are designated by the timer.
11. Speak clearly, loudly, and carefully.
12. IMMEDIATELY stop reading the question as soon as the timer recognizes a team.
13. A team which answers out of turn before being recognized by the timer will be disqualified on that particular question and on any alternate question required to place the original question.
14. In the event of no response to a question following 15 seconds after buzzing in, or 5 seconds after completion of the reading of the question, or in a case where no correct answer is given, read the correct answer and go on to the next question.
15. If a question is challenged and it seems to be a reasonable challenge, replace it with an alternate question at that time. Be decisive, firm, and fair.
16. If the answer to a question is a name, the last name only is acceptable unless the question sheet indicates that a full name is required.
17. Announce the number of each question before you read it. Once the number has been given, if a team buzzes in it must respond within 15 seconds.
18. After a correct answer given, the reader-judge must announce to the scorekeeper which team (A, B, or C) has won the point.
19. Each team captain must initial the score at the end of each oral round to the master scoreboard where the information will be recorded.
20. The decision of the reader-judge is final.