



Campus Volunteers



RECRUITING VOLUNTEERS

When planning your HCASC tournament, there are two types of volunteers you will need to recruit. The first are those who will help plan and coordinate the tournament, and the second are the game officials. Coordinators are usually found in the student union or student activities areas. Often, students are very involved in promoting and running the program.

Volunteers can be recruited from all segments of the campus. Faculty and administrators often remember the HCASC television program and are willing to serve as game officials. Sending a general mailing to the campus community can offer the opportunity to those willing to help. However, it is often a personal request that will elicit the most positive response. Students are often aware of faculty who are well-liked and are extroverted. Communications, honors and theatre faculty are often naturals as moderators.

Different individuals will have different game skills. The **moderator** needs to be able to speak quickly and clearly and to understand all the rules of the game and apply them. The **judge** needs to be able to quickly evaluate the correctness of answers. The **scorekeeper** needs to be neat and good with figures. The **reset/timer/announcer** needs to have fast reflexes and be able to speak clearly and loudly. The **scoreboarder** needs to be able to compute figures mentally while standing at the scoreboard and writing legibly.

Training game officials is very important. In particular, the moderator and judge need to understand all of the game rules. A detailed orientation for all game officials is very important. They should be allowed to try several positions until they find one with which they are comfortable.



GAME OFFICIALS CHECKLIST

- ✓ Moderator
- ✓ Judge
- ✓ Scorekeeper
- ✓ Reset/Timer/Announcer
- ✓ Scoreboarder (optional)



TOURNAMENT DIRECTOR

The tournament director, usually the Campus Coordinator, oversees all of the administrative aspects of the tournament. The tournament director should be a faculty or staff member and is the final arbiter in all matters. The tournament director is responsible for:

1. Determining the format, timing and game schedule. S/he can adjust the schedule as necessary.
2. Recruiting, training and overseeing all game officials.
3. Chairing and convening the game review committee.
4. Distributing and collecting game packets (judge's and moderator's). Unused questions can be gleaned from a number of packets to form new packets for practice, demonstration matches or discrepancies.
5. Collecting scoresheets and posting scores for games.
6. Selecting the Varsity Squad [see *Coaching Your Team, Building a Varsity Squad*, p. 35] (often done with the Coach).

MODERATOR

The moderator is the most important game official. S/he runs the game. A moderator script, including specific game situations, is included on the CD-ROM.

The moderator must be familiar with all the rules of the game and how to handle them. Only in an emergency should the judge or tournament director have to step in.

The moderator must be familiar with all the questions: proper phrasing (so that the meaning of the question is clear), proper pronunciation (especially on difficult words, foreign phrases and names), and the answers (including acceptable alternative answers). The moderator is responsible for:

1. Reading the opening, half-time and closing scripts.
2. Reading the questions. A good moderator reads quite quickly, while enunciating clearly.
3. Previewing the questions. The moderator should pre-read the questions, making pronunciation, emphasis or other notes on the question cards before each game.
4. Making the game a good show, putting everyone at ease and keeping the game flowing well.



5. Giving the correct answer if neither team is correct.
6. Announcing score changes, as they occur, such as *"That's incorrect, deduct 5 points,"* or *"That's correct, for 15 points on the bonus."*
7. Calling *"Time"* when a team or player has used the 3-second limit after a toss-up is read, or if a player does not answer immediately after being recognized.
8. Calling *"Answer Please"* when the 5-second limit has expired on a bonus.
9. Asking for *"more specific information"* if a player or team gives only a partial answer [see *Rule 33, p.25*].
10. Calling conferring during a toss-up question. This task may be performed by any game official.
11. Warning or removing players violating the conduct rule [see *Rule 41, p.26*]. The clock may be stopped during a warning or removal.
12. Turning off the clock. In procedural snafus the moderator may stop the clock until the problem is corrected.

JUDGE

The judge must be able to see and hear all of the action of the game — moderator, players and scoreboard. The judge is responsible for:

1. Ruling on the answers. The judge has copies of the questions and answers and can overrule the moderator.
2. Ruling on procedural points. If the moderator makes an error, such as giving an answer out of turn or failing to turn a question over to the other team, the judge corrects the error and assists the moderator in the remedy.
3. Turning off the clock. In procedural snafus the judge may stop the clock until the problem is corrected.
4. Looking for conferring. If the judge perceives conferring on a toss-up, the answer is disallowed and may be turned over to the other team.
5. Listening for answers from the audience. If the judge hears an answer from the audience, the question is thrown out and the next toss-up or like point bonus is read in its place.
6. Noting on each game card if the question was answered correctly and by which team. On toss-ups, the judge notes which player(s) buzzed in and whether they were correct. S/he should mark the point in the question where the moderator was interrupted. On bonuses, the judge notes the corresponding toss-up number, and which parts were correct and which were incorrect.
7. Organizing toss-ups and bonuses from their separate piles into a single pile *as they are played*. This way the exact question order can be determined in case of discrepancy. If a discrepancy is anticipated, the judge should turn the card at a right angle to the stack, but keep it in game order.
8. Noting which questions, both toss-ups and bonuses, were the last ones used at the half and end of game.
9. The judge and moderator may decide that the judge should perform items 6-10 on the moderator list. Whatever the decision, it is most important to be consistent and make a decision before the game ended.
10. Re-calculate the totals from the half to catch any errors.

SCOREKEEPER

The scorekeeper keeps the official score of the game and should sit next to the judge. The scorekeeper is responsible for keeping an accurate scoresheet. Instructions for the scoresheet can also be found at the bottom of the scoresheet.

1. Each toss-up question is scored in a separate row, so that the row number corresponds with the question number.
2. **Scoring toss-ups:** Follow the line from the player's name and enter "10" if the answer is correct, "0" if incorrect or "-5" if incorrectly interrupted. If the question is turned over to the other team, record the points received by the second team in the same fashion in the same row.
3. **Scoring bonuses:** Record bonus questions in the same row as the corresponding toss-up. Enter the total value of the question in the column labeled "possible points." To the right, you can enter the points awarded for each answer of a single or multi-part bonus. Enter the total of the parts in the "bonus total" column.
4. **Scoring Totals:** Add the 10 points received on the toss-up to the bonus total and enter the sum in the "question total" box. If the toss-up was answered incorrectly, simply enter "0" or "-5" in the "question total" box. Then add this total to the "running total" from the previous row to calculate the current "running total." Even if a team does not answer a question or receives no points, carry over the previous row's running total to avoid confusion, so that each box will be filled.
5. At the end of the half, draw a horizontal line through the scoresheet to mark the point at which the half ends.
6. Enter total bonus points earned in the "Total Bonus" box. For each player, enter the correct number of 10, -5 and 0 point responses (see diagram at right)
7. At the end of the game, confirm the scores and have the captains sign the scoresheet.

SCOREBOARDER

The scoreboarder usually uses a large chalk or marker board, angled so that the players and if possible the audience can see it. The scoreboarder is responsible for:

1. Keeping running totals for each team. It is important to write large enough to be seen. Keep the writing towards the top of the board so the audience can see. Keeping the last few calculations on the board helps the teams see that the score is accurate.
2. This is not the official score. However, the scoreboarder should be able to see the official scorekeeper to keep the score accurate.



RESET/TIMER/ANNOUNCER

The reset/timer/announcer (RTA) needs to be near all of the electronic equipment. The RTA is responsible for:

1. Starting the clock at the beginning of each half.
2. Sounding the whistle at the start of each half.
3. Sounding the whistle at the end of each half if the clock does not have an automatic buzzer.
4. Recognizing the player who signalled on each toss-up question. The announcer may be interrupting the moderator and must be firm in the recognition. The recognition includes both the team name and the player's last name (i.e., "Team A, Smith").
5. Calls "conferring" during toss-ups.

Enter the actual number of 10, -5, and 0 point answers here **NOT** the points.

10	0	3	4	1
-5	0	1	3	1
0	0	0	0	2

TRAINING SESSION OUTLINE

Introduce yourself and have all the volunteers identify themselves by name and intended game official position. Thank them in advance for participating. The first part of the training will expose your volunteers to the HCASC game.

Go over all of the game rules. Read each one aloud and ask if there are any questions. (You can easily print additional copies of the rules from the CD-ROM.) Be sure to emphasize these concepts:

- *Recognition of players on toss-ups*
- *Conferring on toss-ups*
- *Interrupting on toss-ups*
- *Creator/Creation answers*
- *Time limits to answer toss-ups and bonuses*
- *When the clock is stopped*
- *Game discrepancy solutions*

Make sure everyone is sure *why* the situation was handled the way it was. This is the place to explain who will be on the review committee during your tournament. Also, don't think you have to depend only on the sample discrepancies as examples; offer the trainees a sample situation you've experienced on campus and see if they can resolve it.

Demonstrate setting up all of the equipment for a match: lockout system, clock, pencils and paper, nameplates, scripts, questions, etc.

Play several halves or more. This gives your game officials some real experience. It also allows you to observe them in their intended roles and to adjust assignments if necessary.

Have all game officials take the *Rules Quiz* (provided as an interactive game on the CD-ROM). Be sure to review the explanations of the rules after each question to make sure everyone understands the rules and their application.

Remind the game officials of the time and place they are to meet for each session of the tournament. Make sure all moderators have arranged a time and place to pre-read the game packets they will use (under security); this is often done immediately before the block of time during which they will moderate (allow at least 20 minutes per game).

At this point, you should once again ask if there are any more questions.

Some game officials may want to stick around and play a few more practice games. This should be encouraged, as actual play is the best way to train volunteers. You can print copies of the *Practice Packets* on the enclosed CD-ROM for extra training games.

Explain the tournament format and distribute the detailed schedule.

TRAINING CHECKLIST

- ✓ DVD player for viewing the gameplay video
- ✓ Team tables (2)
- ✓ Players' chairs (8)
- ✓ Lockout system, with spare parts
- ✓ Extension cords/surge protector for lockout
- ✓ Table (1) and chairs (3) for game officials
- ✓ Moderator's podium
- ✓ Game packets
- ✓ Scoresheets (copied)
- ✓ Copies of game rules for all volunteers
- ✓ Copies of "Rules Quiz" for all volunteers
- ✓ Pencils and paper for volunteers
- ✓ Whistle (or bell)
- ✓ Clock, stopwatch or kitchen timer
- ✓ Individual player nameplates
- ✓ Team nameplates (Team A and B)

KEEPING VOLUNTEERS YEAR AFTER YEAR

Though you will be busy with the current tournament, it is important to remember that you will need volunteers to act as game officials for the following year. Many of your volunteers, whether they are faculty, staff or students, will be taking time out of their busy schedules to help you run a successful program.

It is important that you make the tournament enjoyable for everyone involved and that you make them feel important and appreciated. Here are a few ideas to help you ensure that your volunteers will return:

- Be as accommodating as possible with their schedules.
- Be patient with their questions and mistakes.
- If your budget permits, offer t-shirts, plaques, certificates, or other signs of appreciation.
- Send thank you letters (and be sure to send a copy to the volunteer's supervisor)

Encourage your tournament volunteers to assist in the Coaching activities of the Varsity Squad. They can help write questions, act as game officials in practices and offer other support. The more a volunteer plays the game, the more s/he is likely to become an asset as a part of your long-term HCASC team.

MARKING THE QUESTIONS

Marking game questions is one of the most important functions for the judge. We have arranged samples of properly marked up cards to assist the training of judges. When you play your practice games, have the judge compare his/her copy to the samples which follow.

As a final note, we strongly recommend that judges "stack" the toss-ups and bonuses in the *order played* as the game progresses. A well-marked and sorted judge game copy represents a "blow by blow" account of the game that is invaluable in game discrepancy or to verify the accuracy of the scorekeeper's sheet.

JUDGE'S INSTRUCTIONS FOR MARKING TOSS-UP QUESTIONS

In the toss-up example below, Team Left is playing Team Right.

- 1) Team Left's Player 2 buzzes in on the word "resided," is recognized, and answers incorrectly. The judge should draw a slash at the point where the player interrupted and circle the number 2 at the bottom left of the question card to indicate which player from Team Left buzzed in.
- 2) Next to **Team Left Points** write "-5" to indicate that the team is assessed a 5-point penalty for interrupting and missing the question.
- 3) Team Right then waits for the question to be completed and Player 4 buzzes in and answers correctly. The judge circles the number 4 to indicate which player from Team Right buzzed in. Next to **Team Right Points** write "10" to indicate points earned.

If a player from Team Left or Team Right buzzes in and misses the question (after it has been completed), the judge should indicate which Player buzzed in from Team Left or Team Right and write "0" for the points.

The question numbering system is shown at the bottom of the question. You will always be able to see the packet number and question number. Question numbers beginning with "T" are always toss-ups; those beginning with "B" are bonuses.

TOSS - UP

For a quick 10 points -- who was the only U.S. President who never resided at 1600 Pennsylvania Avenue?

1 Team Left Player 2 interrupts and answers incorrectly.

ANSWER: GEORGE WASHINGTON

2 Team Left gets a 5-point penalty, attributed to Player 2

Team Right receives 10 **3** points, attributed to Player 4

Packet # Question #

Program year

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TEAM LEFT:	1	2	3	4	Points: -5	TEAM RIGHT:	1	2	3	4	Points: 10
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JUDGE'S INSTRUCTIONS FOR MARKING BONUS QUESTIONS

In the bonus example below, Team Right is answering the bonus after correctly answering a toss-up. Remember that the bonus number is not necessarily the same as the toss-up number.

- 1) In this case, bonus #2 corresponds to toss-up #3. On the bottom right of the question card next to **toss-up #** the judge writes "3" to indicate that Team Right is answering the bonus that corresponds to toss-up #3. In case of a game review, the game officials will have no trouble determining which toss-up corresponds to which bonus.
- 2) Next, while the question is being answered, the judge should make marks next to each answer to indicate whether or not it was answered correctly (with a checkmark or "+" sign). The judge should also put a slash (or "minus" sign) next to each part that is not answered correctly.
- 3) Finally, the judge should write the total points earned by the team on the bonus next to **Team Right Points**.

30 POINT BONUS

In the King James Bible, Psalms is one of seven books of the Old Testament with 40 or more chapters. For 5 points apiece -- name the other six. **ANSWER:**

EXODUS ✓
 — EZEKIEL
GENESIS ✓
ISAIAH ✓
JEREMIAH ✓
 — JOB

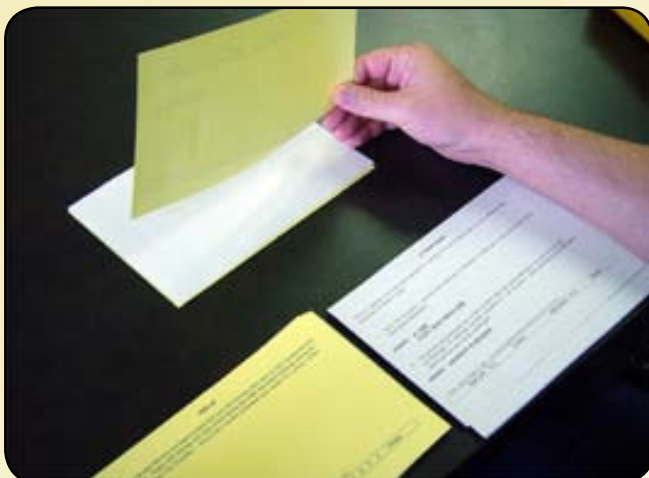
1
 Checkmarks indicate that these parts were correctly answered.
 Slashes indicate that two incorrect answers (not on the card) were given.

2
 Indicates Team Right is answering the bonus corresponding to toss-up #3.

3
 Indicates the team got 20 total of the 30 possible points.

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TEAM LEFT TU#	Points:	TEAM RIGHT TU# 3	Points: 20
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Replay stacking makes game reconstruction MUCH easier!