

## MASTER OF CEREMONY

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** Please meet and greet the officials and be sure they are ready to go on time. Get information from them, so you can introduce the officials quickly.

1. Open the session on time. Use the podium and microphone.
2. Stay as close to the script as possible. It is important that all “housekeeping” details be given in your competition room. This is the only time some of these things will be announced.
3. Let the League staff at the registration desk know if you have any problems or concerns.
4. Be sure the state names are posted at the beginning of the competition and changed at the end of each round. Seat teams alphabetically from left to right.
5. Collect the Question Master and Judges’ question books after the competition. **THESE MUST BE RETURNED TO THE LIFESMARTS REGISTRATION DESK IMMEDIATELY** after the competition. You may also bring them there during longer breaks.
6. Remind the scorekeeper to return the original score sheets to the LifeSmarts registration desk immediately after the competition session.
7. On Sunday, return the state signs to the registration desk at the end of the day. On Monday, return state signs to the registration desk after each match.
8. End the competition by thanking everyone for coming. Thank the officials and Question Master.
9. On Monday give savings bond forms to the following team captains:
  - a. Winner Match 17 and Winner Match 18
  - b. Both teams in Matches O, P, Q, and R

## QUESTION MASTER

Competition must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** Sit up front so you will be close to the Master of Ceremonies.

1. The Master of Ceremonies will open the competition and introduce you. The MC will also convene the group after a break and make a few closing reminders.
2. Review questions prior to the competition. Don't change any wording or answers. If you feel something is incorrect, go over the issue with the judges. The judges will decide if a question should be pulled.
3. Stay positive. Even if a player gives a wrong answer, try saying something like, "good try." Remember – the players are nervous and take the competition very seriously.
4. Defer to the judges regarding answers provided. If, in the challenge round, the player gives an answer that is not in your book, you **MUST** defer to the judges. The judges will decide if the answer is correct.
5. The referee may interrupt the competition to explain rules or procedures.
6. In the Individual and Team Rounds, after the player answers, note if the answer is correct or not. If it is not correct, read the correct answer (i.e., "Nice try; the correct answer is B, egg shells"). Please remind the players to speak into the microphones and to project their voices.
7. In the Team-Plus questions, please follow these rules:
  - a. Have all players check their buzzers before the team-plus questions. This is in the script.
  - b. The first question will be open to the first player on each team. (Start with the players who answered the first individual questions for their teams.) The second question will be asked to the second players on each team, and so on until each player has had the opportunity to answer one question.
  - c. When the first player buzzes in the player's light will come on, and all other buzzers will be blocked.
  - d. You **MUST CALL THE PLAYER'S NAME** in order for the player to answer. If a player does not wait for his or her name to be called, the player forfeits the opportunity to answer the question.
  - e. Players cannot discuss answers; the person who buzzes in must provide an answer.
  - f. If an incorrect answer is given, you may re-read the question for the other eligible players. This will continue until a correct answer is given, each team has one chance to respond, or time runs out and no one buzzes in.
  - g. If the player answers the question correctly, the player's team has the opportunity to answer two related questions. The second and third questions are team questions, and the captain will provide the answers. Only the team that controlled the first question will have the opportunity to answer the second and third related questions.

- h. If the team does not correctly answer the second related question, the third question is not read.
8. In the Challenge Round, please follow these rules:
- a. Have all players check their buzzers before the challenge round. This is in the script. If a player buzzes in BEFORE you complete the question, you must STOP mid sentence; you must call on the player by name; the player must answer within 5 seconds. If the question is answered correctly, read the entire question for educational purposes.
  - b. If a player buzzes in BEFORE you complete the question, you must STOP; you must call the player by name; if the player's answer is INCORRECT, DO NOT give the answer, but re-read the question again (the other team/s has a chance to answer). If a player buzzes in, you must STOP again; each question may be read once for each team. If no one gives the correct answer, re-read the entire question and answer for educational purposes.
  - c. You MUST CALL THE PLAYER'S NAME in order for the player to answer. If a player does not wait for his or her name to be called, the player forfeits the opportunity to answer the question.
9. If you make an error in reading the question, you may throw it out and use one of the extra questions at the back of that round of questions. Be sure to use a multiple-choice question for individual and team rounds and an open-ended question for the team-plus and challenge rounds.
10. Remember, the players look to you for fairness and professionalism.
- a. Use your microphone so all can hear you.
  - b. Guard your question book at all times; do not leave it unattended or open.
  - c. Stay positive and upbeat.
  - d. Avoid any comments about politics, states, teams, officials, etc. These comments may be misinterpreted.
  - e. Be sensitive to the teens' perspective. The players are nervous, excited, and competitive.
  - f. If you have a question, ask the referee. The referee is the main official in the competition.
11. Return your question book to the Master of Ceremony immediately after the competition is complete.

## REFEREE

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** Sit up front. It is very important that all competitions follow the same rules and procedures. There are two referees assigned to each competition. One of you will run the buzzer system, and one will serve as the referee for the match. Please note the following key aspects below.

The referee is the ONLY official who can stop a match. (For example, the room monitor may ask you to stop a match if the audience appears to be assisting players. Or, you may wish to stop a match to clarify a rule.)

1. INDIVIDUAL ROUND – Players cannot confer with one another.
2. TEAM ROUND – The Captain must answer for the team. If someone else answers, the question is thrown out and no points are scored.
  - a. TEAM-PLUS QUESTIONS – Only the players who are eligible for that question may buzz in. When a player answers correctly, his or her team has the opportunity to answer two additional questions. The second and third questions are team questions, and the captain must give the answer. If the team does not correctly answer the second question, the third question is not read. The Question Master may then read the second Team-Plus question for the second players on each team. This continues until four questions are read.
3. CHALLENGE ROUND –
  - a. Players may not answer until the Question Master calls his or her name; if a player answers and is not recognized by the QM, the player's answer does not count and the team forfeits the chance to answer. The QM re-reads the question for the other team(s).
  - b. The QM may read a challenge question at least once for each team. If a player buzzes in, and the QM hasn't re-read the question, this counts as a re-read.
  - c. The QM must STOP if a player buzzes in before the question is completed; the QM must call on the player by name; the player has 5 seconds to respond once his or her name is called. If the player is incorrect, the QM re-reads the question; players may buzz in again before the QM is finished. If a question has been answered correctly, or each team has had one chance to answer, but the question has not been fully read, the QM should always re-read the entire question and answer for educational value.
  - d. If the QM reads the answer before the second or third team has a chance to buzz in, DUMP the question and replace it. Use a new question for the teams that have not yet had a chance to respond – extra questions are found at the back of that round of questions. Be sure to use an open-ended question for the team-plus and challenge rounds.
4. GENERAL POINTS –
  - a. Judges should not give the correct answers; they only determine if an answer is correct or not.
  - b. Referees are the only officials who may stop the competition to explain rules or for any other cause.

- c. If the QM makes an error in reading a question or gives an incorrect answer, you MUST correct the situation immediately.
- d. Captains must ALWAYS be playing.
- e. Alternates may rotate in only at the end of a round.
- f. Players must start to answer before the “beep” of the timer/buzzer system. Once the beep is heard, the players cannot answer.
- g. If two answers are given or if a player changes his or her answer, you must accept the FIRST response.
- h. Use the microphone when communicating your decisions. Be sure the players use the microphone, and ask them to project their responses to be heard by the judges.
- i. A score sheet is provided, so you can keep track of the score, too.
- j. It is important that all competitions be consistent!
- k. If your state’s champion team is competing in a match in your room, you should switch places with another state coordinator who does not have a team competing in that round.

## JUDGE

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** Sit up front at the table marked “officials.” The head judge should sit in the middle.

1. Judges have jurisdiction over the questions and answers. Do not change the wording of any question. If you feel a question is incorrect, replace it with an “extra” question found at the end of the round of questions you are using. Be sure the question master has the same question. (Please give to League staff any questions that you have replaced.)
2. One judge will be designated as “head judge.” This person will communicate the judges’ decision to the audience. Please use your microphone.
3. If the question master defers to you for a decision and you must discuss the decision, please be aware of the following:
  - a. Cover the microphone so others do not hear you.
  - b. Be sure the players cannot read your lips or see what you are discussing – this could be an advantage to the other teams.
  - c. Make your decision quickly – within 10 seconds when possible.
  - d. Don’t explain why you will or won’t accept an answer.
  - e. Please use language such as: “Yes, that is a correct answer,” or, “No, that is not a correct answer.”
4. The referee is the main official and is the only official who can stop the match to explain rules or procedures. The referee may seek your assistance in making a final determination.
5. The players and teams look to you for fairness. Please take this responsibility seriously.
6. Guard your question books. Do not leave them unattended or open at any point.
7. Ask the players to use their microphones if you cannot hear them.
8. You may ask a player to repeat his or her answer, but do not ask a player to expand upon his or her answer.
9. Return your question book to the Master of Ceremonies at the end of the competition.
10. In the semifinals and finals ONLY, each team will do one team activity worth up to 15 points each. The judges will determine whether to award 0, 5, 10 or 15 points.

## SCOREKEEPER

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** Sit up front at the table next to the officials.

1. Each competition room will have a flipchart and pre-printed score sheets to use for scoring. (A laptop, LCD projector and screen will be used on Tuesday.)
2. Use the pre-printed score sheets and markers provided.
3. Your decision and tabulation of the scores is final. Please be sure to check your addition and totals.
4. When keeping score:
  - a. Write clearly and in large print.
  - b. Mark the number of points earned as soon as the person answers.
  - c. Tabulate the scores at the end of each round (i.e., add individual and team scores together at the end of the second round).
  - d. The Question Master will either read the scores or ask you to do so.
  - e. Please double-check your addition to be sure it is correct.
  - f. Return the score sheets to the LifeSmarts registration desk immediately after each competition.
5. SCORING:
  - a. No points are deducted for incorrect answers.
  - b. 5 points for correct answers in the individual and team rounds (multiple choice questions)
  - c. 5 points for correct answers in the team-plus questions of the team round (open-ended questions)
  - d. 10 points for correct answers in the challenge round (open-ended questions)
  - e. 1 point for correct answers in the tie breaker round
  - f. In the semifinals and finals ONLY, each team will do one team activity worth up to 15 points each. The judges will determine the points awarded. Please note the score assigned by the judges.

## ROOM MONITOR

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.**

Your role is to ensure the following:

1. The audience is not providing answers to the teams.
2. No one enters the room during a competition.

Key points:

1. One monitor should be in front or to the side, facing the audience. Remember – your role is to watch the audience.
2. One monitor should be by the door. People may leave during a match, but may not re-enter until the break. (Exceptions to this are League staff and the media ONLY). There are concurrent sessions going on using the same competition questions. This is why people cannot enter during play.
3. You may ask the referee to stop the match if you feel the audience must be reminded about proper behavior. You and the referee may decide to ask a person to leave if they do not follow your guidelines.

**REMEMBER** – accusations of cheating are very serious. Please be sure your observations are correct. Discuss your concerns ONLY with the referee. The players and team members expect you to be fair and consistent.

Challenges to the officials' decisions are not permitted. Seek the assistance of the referee if you have any questions or concerns.

## TIMEKEEPER

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** You have a very important responsibility – you will be operating the buzzer system and clock throughout the competition. It is important that all competitions be consistent.

1. INDIVIDUAL ROUND – After the Question Master has finished reading the question and all three answers, you will start the clock for 10 seconds. If the player answers before the 10 seconds are up, hit the “zero” button to reset the clock for the next player. This way the buzzer will not sound. If the player takes too much time in answering, and the clock counts all the way down to zero, the buzzer will buzz. This let’s the Question Master and Referee know that the player has missed the opportunity to respond.
2. TEAM ROUND – The Captain must answer for the team. If someone else answers, the question is thrown out and no points are scored. After the Question Master has finished reading the question and all three answers, you will start the clock for 10 seconds. If the captain answers before the 10 seconds are up, hit the “zero” button to reset the clock for the next question. This way the buzzer will not sound. If the captain takes too much time in answering, and the clock counts all the way down to zero, the buzzer will buzz. This let’s the Question Master and Referee know that the captain has missed the opportunity to respond.
3. CHALLENGE ROUND –
  - a. You will hit the FIVE second clock when:
    1. The Question Master finishes reading the question (remember, these are open-ended, not multiple-choice questions)
    2. A player buzzes in and the Question Master calls his/her name
  - b. The QM must STOP if a player buzzes in before the question is completed; the QM must call on the player by name; the player has 5 seconds to respond once his or her name is called. If the player is incorrect, the QM re-reads the question; players may buzz in again before the QM is finished.
  - c. Once a player gives an answer, hit the “zero” button so the buzzer system does not buzz. (Do not hit the “R” button to re-set the buzzers – the QM and Judges may still be conferring about the answer, so leave the player’s buzzer lit up.)
  - d. If a player does not respond, allow the clock to count down and the buzzer to buzz. This tells the QM and Referee that the player has missed the opportunity to respond.
  - e. If no player buzzes in to answer the question, hit the 5-second button when the QM finishes reading the question, then allow the clock to count down to zero and the buzzer to buzz. Then the QM may give the correct answer, and move to the next question.
  - f. Players must start to answer before the timer/buzzer system buzzes. Once the buzzer is heard, the players cannot answer.
  - g. You will hit the “R” or re-set button when one of two things happens:
    1. The QM tells the player the answer is correct (hitting the re-set button in this case re-sets the buzzers for the next question).
    2. The QM tells the player the answer is incorrect (hitting re-set in this case allows new players to buzz in for the chance to correctly answer the question).