

Volunteer Manual

Spectators Guide

The PAGE Academic Bowl for Middle Grades was established to promote academic excellence. We appreciate your support, understanding and help in achieving this goal. We solicit your understanding and patience in the procedures of this competition. Keep in mind that everyone wants this to be a rewarding experience for the students who are participating.

The following rules for watching the competition have been established as a guide. Please keep them in mind while enjoying the PAGE Academic Bowl for Middle Grades activities.

1. There will be no entering or exiting the competition rooms while games are in progress. Please remain seated (or standing still) through entire game.
2. NO Talking – this could lead to disqualification of your team.
3. The official representative of the team is the coach.
4. Displays of approval (clapping, cheering, etc.) should be held until the game is complete.
5. Please remember that it is the coach's job to manage the team.
6. It is always nice to know the answer, but please keep it to yourself.
7. Remember that this is a very serious competition for your children. Just as you want to be proud of them, they want to be proud of you.
8. The Moderator and/or Judge reserve the right to clear the room of spectators if necessary.
9. Please do not videotape or photograph the teams while the games are in progress.
10. The Competition Coordinator shall determine the number of spectators permitted to accompany each team.
11. Children must be in grade 4 or higher to be spectators in the game rooms.
12. Please turn off all cell phones, pagers and/or watch alarms. If your device causes a disturbance, you will be asked to leave the competition room.

Competition Rules

1) Overview

- All decisions of the Competition Coordinator are final.
- Each competition room will have a Reader/Moderator. The Reader will read the questions, enforce time limits, determine the correctness of answers, award points and generally enforce the rules of competition.
- Other officials may be provided to assist the Reader with his/her duties including, recognizing players and supervising the clock and buzzer system. The Reader may consult with the other officials at any time to assist in determining the correctness of an answer.
- All games are to be played with a buzzer system. If possible, each registered team is to bring a buzzer system and timer to competition.
- All competitions are to begin promptly. Any team that arrives later than ten minutes will run the risk of forfeiting any rounds missed (at the discretion of the coordinator).
- Games consist of twelve toss-up/bonus question pairs. The team with the most points at the end of the game wins. If the score is tied the round will go into "sudden death" overtime and the first team to answer a tie-breaker correctly will be the winner.
- Paper and pencils will be provided for computations during the competition.
- No reference materials, calculators, etc. are to be used during the competition.

2) Teams

- A team consists of one to ten players who are in grades 6-8 at the same school. Teams may play short with a minimum of one player.
- Depending on equipment, four or five team members may actively participate at one time.
- One player must be designated as captain at the beginning of each game. The captain should sit in the middle of the team with the team placard placed in front of him/her. Teams may change captains with each game.
- The substitution of players is allowed after the sixth toss-up/bonus combination during each game and between games.
- The coach is the official representative of the team. There should be one official coach present for each game.

3) Toss-ups

- Toss-ups are worth 10 points each.
- A player on either team may buzz in to answer a toss-up question. Only one player per team may signal to answer each toss-up.
- After a toss-up has been read, players have 10 seconds to buzz in. If a player buzzes in and answers the question incorrectly the other team has whatever time remains of the 10 seconds in which to buzz in and answer.
Example: Team A buzzes in after 7 seconds and the player answers incorrectly. Team B then has 3 seconds to buzz in and attempt to answer the question correctly.
- Any player to buzz in must be recognized by a competition official before beginning to answer. Recognition may be verbal, pointing, nodding, etc. (at the discretion of the Reader). The Reader should establish the method of recognition prior to the game. The recognized player must begin to answer immediately (within 2 seconds of recognition). If an answer begins before recognition, the Reader will ignore the answer and give the other team the opportunity to answer.
- If a player other than the one who buzzed in begins to answer:
 - a) If the player **IS NOT** a teammate of the one who buzzed in first, the Reader will ignore the answer and will recognize the player from the other team who had actually buzzed in first.
 - b) If the player **IS** a teammate of the one who buzzed in first, the Reader will treat it as an incorrect response from that team. The other team alone will be given the opportunity to answer.
 - c) If the wrong player is recognized by the Reader and responds, the question is to be replaced.
- A question will be read in its entirety only once.
- If the toss-up is answered incorrectly, a player from the other team may answer after buzzing in and being recognized.
- A player may interrupt the reading of a question; however the reader will stop reading at the point of interruption. If the player misses the question, the reader will either re-read the entire question for the other team or continue reading from the point of interruption.
- There is no penalty for answering incorrectly or interrupting a question.
- No unnecessary pauses or thought breaks will be allowed during the answering of a question.
- There is to be no conferring during the toss-ups. Conferring on a toss-up will be treated as an incorrect answer, and the other team alone may answer that specific question.
- If the Reader inadvertently provides the answer to a toss-up following an incorrect answer, the toss-up will be eliminated and the team that did not have an opportunity to answer will receive a replacement toss-up. If neither team had an opportunity to answer the question is to be replaced.
- The initial response will be the only accepted answer.

4) Bonuses

- **UPDATE! - Bonus questions are worth 20 points.** Partial points may be awarded for partial answers unless the question is written in an “all or nothing” format.
- A team has an opportunity to answer a bonus question by correctly answering a toss-up.
- Teams are encouraged to confer on bonus questions. Conferring may be verbal or written.
- The team captain (or designee) must answer all bonus questions from the beginning (it may not be designated part way through). If someone other than the captain or designee responds, the answer(s) will be treated as incorrect, and the bonus can be stolen by the other team.
- After the bonus is read in its entirety, team members will have 30 seconds to confer on the answers. A five second warning will be given after 25 seconds have elapsed. When time is called all conferring will cease, and the Reader will ask the captain for the answer(s). The response must begin immediately (within 2 seconds). There should be no unnecessary pauses or thought breaks once the answer begins.
- Both teams may confer verbally. If the second team is too loud and distracting to the team that earned the bonus, the second team will lose their opportunity to steal.
- If the team determines their answer(s) before time is called the captain should announce “We have our answers,” to ensure that he/she has the Reader’s attention before beginning to answer.
- The second team will have the opportunity to “steal” any part of the bonus not answered or answered incorrectly by the first team. When the first team finishes giving their answers the Reader will state which answers were correct and ask the second team for their answers. Team members may quickly pass their answers to the captain at this time. The second team’s captain must respond immediately. The captain may not designate another player to answer.
- If the first team misses any part of an “all or nothing” bonus, they do not receive partial points, and the second team has the opportunity to steal the entire bonus.
- If the Reader inadvertently provides the answer to a bonus question following an incorrect answer by the first team, the second team will receive a replacement bonus question. The second team may answer the new bonus in its entirety but may only earn the number of points not awarded to the first team. e.g. – Team 1 correctly answers two parts of a four-part bonus and receives 10 points. Team 2 may answer the replacement question in its entirety but may only earn a maximum of 10 points.
- The initial response will be the only accepted answer.

5) Protests

- Games cannot be played “under protest” in the PAGE competitions.
- The official coach (or an active player) may verbally address the Reader about a question or procedure but must do so before the Reader moves on to the next toss-up or bonus.
- The Reader (and/or Judging Team) will decide what action, if any, is required. The Reader’s decision is final.
- Please remember that any interruptions detract from and slow down the game.
- Excessive interruptions will be considered unsportsmanlike conduct, and the Reader reserves the right to eject the offender.

6) Disqualifications

- *Unsportsmanlike conduct* – If your team, coach or a spectator demonstrates inappropriate behavior during the competition, the Reader or Judge will send written notice to the scoring table. If a team receives two notices during a competition, the team will be disqualified.

7) In the Event of a Tie

- **In a Game** – The round will go into “sudden death.” The first team to answer a tie-breaker correctly will be the winner.

8) Reader Job Description

Reader listens for answers, decides if they are right or wrong based on answers given in questions. Reader must make split-second decisions on answers and stand by them. BE IN CHARGE! Sometimes, an answer may not seem specific enough. If you ask for more specific information, the student is then obligated to give you more information or the question is not counted as correct. DON’T WAIVER ON THIS!

1. Introduce yourself and the other workers in your room.
2. Ask that all electronic devices be turned off. State that no one may enter or exit the room once the round begins.
3. Have the Timer/Judge check the buzzer system before each round.
4. Have the team captains identify themselves and their team members.
5. The coaches of the competing teams should sit together to keep score. Make sure the coaches have an official score sheet at the beginning of each round. Both must agree and sign the official score sheet. Score sheets should be turned in at the end of the each round. Keep extra blank score sheets at the podium.

8) Reader Job Description (cont.)

6. Remind players, coaches and guests that their conduct is very important and should be sportsmanlike at all times. (Unacceptable behavior can result in having all spectators, including coaches, removed from the room. This is a judgment call on the part of the Reader and Judge and your decision is FINAL.)
7. At the end of each question, state the number of points earned by the team.
8. At the end of six (6) questions, call for a score and any substitutions.
9. At the end of twelve (12) questions, call for a score.
10. If you are not sure whether or not to accept an answer, ask your Judge for a decision. If you are still unable to reach a decision one person should come to the scoring room for a ruling.
11. Please give the correct answers to the questions that are missed.

9) Timer/Judge Job Description

Timer/Judge makes sure the Reader reads the questions correctly and acts as a second set of ears for the Reader in case of a dispute about the student’s response. The Timer doesn’t make judgment calls about right or wrong answers, that’s the Reader’s job.

The Timer/Judge keeps time, unless the reader wants to do so or there is a 3rd person to keep time.

- Toss-Up Questions - 10 seconds for either team to buzz in. When a player buzzes in, stop timing but do not reset the timer. If the answer is incorrect, re-start the timer. For example, Team A buzzes in after 3 seconds have elapsed and they give an incorrect answer, Team B has 7 seconds left in which to buzz in and give a correct answer.
- Bonus Questions - 30 seconds for the appointed team to formulate an answer. Give a 5 second warning after 25 seconds have elapsed. When time is called the Reader will ask the captain for an answer. No buzzing in is required. In many cases the team will be ready to answer before time expires.

Check the buzzer system before each round.

Either the Timer/Judge or the Reader must acknowledge the person who buzzed in before they can answer. You must be consistent within your room and notify the teams at the beginning of each round how it will be done.