

Online Reading Bowl Moderator's Guide

(Adapted from Organizational Framework for the GA Helen Ruffin Reading Bowl, June 2009)

Before the Competition Begins

- Ensure you have questions for the correct level (elementary, middle, or high school).
 - Verify the round matches the number on the top of the question sheet.
 - If you have time, read over the questions before each round begins.
 - Ensure you can pronounce unfamiliar words and phrases.
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Beginning Round 1 Only (Includes Welcome Message and Rules)

- Begin the round after the Timekeeper has returned to the competition room and both teams have arrived.

SAY: Coaches, please verify all team members are present. (If all team members are not present, the Moderator may wait up to 5 minutes for all players to join the room. At that time, the round must begin.)

SAY: Welcome teams to Round 1 of the Helen Ruffin Reading Bowl. I am _____ the Moderator for this round. Assisting me are our Console Judge _____, Scorekeeper _____, and Timekeeper _____.

We want to thank players, coaches, teachers, media specialists, principals, and parents for ensuring this competition continues! A special thank you to our volunteers who are working in each competition room! Thank you all for taking time out of your weekend to participate.

Today's competition gives our fourth through twelfth grade students an opportunity to show what they know about the books nominated for the Georgia Book Award and the Georgia Peach Book Award.

Results will be announced by e-mail as soon as possible once all scores are verified. Medals will be awarded for first, second, and third place and will be sent by mail to the coach for distribution to players. In the event of a tie, a Tie Breaker Round will be scheduled.

The official rules will be reviewed at the beginning of the first round.

Teams should return to the Team Room between each round.

Best of luck to all our teams!

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Let's review the features of our meeting that will be used during the competition.

At the bottom of your window are buttons to turn on and off your microphone and camera. For this competition, when we say "mute" we are asking you to turn off your microphone. When we say "unmute" we are asking you to turn on your microphone. During the competition, players must keep the camera on and all others must keep the camera off.

During our competition, silence is required. Please mute your microphone. Talking during the competition is inappropriate. Each team in violation, including players, Coaches, parents, and visitors, will receive one warning. If a second violation occurs, the opposing team will receive ten points for the question being asked or answered when the violation occurred.

The chat box will be used to buzz in and for challenge requests. Before the question is asked, the Moderator will type Q followed by the question number (ex: Q1). To buzz in, players will type the first three letters of the school name in the chat box and be ready to press the Enter key to buzz in.

Let's review the competition rules:

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1. Players may hold a finger on the Enter key.
2. When the player buzzes in, the Console Judge must acknowledge the player by school and name (ex: Mountain View Elementary, Jessica). If a player who is not acknowledged answers the question, that team's response is not recorded and the question is repeated for the opposing team.
3. The answer must be given within 10 seconds by the player who buzzed in. Conferring is NOT allowed. If the answer is correct, the Moderator acknowledges that it is correct, and the Scorekeeper announces the score (ex: 10 points for Mountain View Elementary).
4. If the answer is incorrect, the question will be repeated for the other team, which must answer within ten seconds after buzzing in.
5. If neither team buzzes in, the Moderator will answer the question and proceed to the next question. No score will be tallied for that question.
6. If a player buzzes in before the completion of a question, the Console Judge says, "Stop," and the Moderator stops reading. After being recognized, the player must answer immediately. If an incorrect answer is given, the Moderator reads the entire question for the opposing team which has an opportunity to answer the question within 10 seconds.
7. At no time during the round may the team consult with the Coach, with one another, or have a time-out.
8. Any concern about an answer to a question MUST be addressed by one of the five currently competing students to the Coach before the next question is asked.
 - a. The player will get the attention of the Coach by unmuting and saying, "challenge."
 - b. After being acknowledged by the Coach, the player will tell the Coach the concern.
 - c. The Coach will determine if the concern needs to be addressed as a challenge.
 - d. If a challenge goes forward, the Moderator may make a decision based on the answers they have or the Moderator may confer with Reading Bowl Committee members in the Challenge Room, if needed. Once a decision has been made about the question by the Moderator, their decision is final.
9. Coaches monitor your team. If a player experiences a technical issue, type a message in the chat box. The Moderator may pause the round for up to 1 minute. At that time, the round must resume. Coaches, use your discretion when allowing a player challenge. You are to direct any challenges and ask any questions, not a team member, a parent, or other visitor.

SAY: Are there any questions from team members or Coaches? (Respond to questions.)

SAY: Players, type the first three letters of your school name and press Enter to test your chat box. Coaches, verify all players were able to buzz in successfully.

SAY: We are ready to begin Round ____.

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Beginning All Other Rounds

- Begin the round after the Timekeeper has returned to the competition room and both teams have arrived.

SAY: Coaches, please verify all team members are present. (If all team members are not present, the Moderator may wait up to 5 minutes for all players to join the room. At that time, the round must begin.)

SAY: Welcome teams to Round ___ of the Reading Bowl. I am _____ the Moderator for this round. Assisting me are our Console Judge _____, Scorekeeper _____, and Timekeeper _____. During our competition, silence is required. Please mute your microphone. Talking during the competition is inappropriate. Each team in violation, including players, Coaches, parents, and visitors, will receive one warning. If a second violation occurs, the opposing team will receive ten points for the question being asked or answered when the violation occurred.

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Reading Questions

- Retrieve the questions for the round.
- Verify the round and ensure it matches the number on the top of the question sheet.

TYPE: Q_ where the blank is the question number and press Enter (ex: Q1).

SAY: Players, in the chat box, type the first three letters of your school name and be ready to press Enter to buzz in.

- Pause to allow players to type.

SAY: Round ____, question ____.

- Read each question and allow the Console Judge to recognize the member who buzzed in first by saying the school and player's first name.
- **NOTE:** If a player buzzes in before you finish reading a question, the Console Judge will say, "stop." STOP reading and allow the Console Judge to call on the player to answer immediately.

Acknowledging Answers

Correct Answers:

- **SAY:** That is correct.
- The Scorekeeper verbally confirms and records the score on the scoresheet (ex: 10 points for Mountain View Elementary).

Incorrect Answers:

- If more detail is needed to verify a correct answer, **SAY:** Can you be more specific? (**NOTE:** Answers should be correct, but don't have to be worded exactly as they are written.)

OR

- **SAY:** That is incorrect.
- **TYPE:** Q_ _ _ where the blanks are the first three letters of the second team and press Enter (ex: Q1MOU).
- Read the question again in its entirety for the opposing team.
- If no correct answer is given by either team, **SAY:** The answer is _____.

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Challenges or Questions

- Acknowledge challenges or questions from a Coach after one of the team members says, "challenge."
- A Coach cannot initiate a question or challenge on his or her own. Coaches can only speak for the team, not themselves.
- If, as a Moderator, you decide that a question or its answer is unanswerable, unfair, or confusing, you may elect to throw out the question and use one of the Alternate Questions provided at the bottom of the question sheet.
- If an answer must be verified, tell the room you are leaving to go to the Challenge Room. Leave the competition room and join the Challenge Room. Provide the following information:
 - your room number,
 - the question number,
 - book title, and
 - page number where the answer should be located.
 - Wait for an answer from the Reading Bowl Committee member – do not discuss the question and/or answer in the Competition Room.

End of Each Round

SAY: This concludes Round ____ of the Reading Bowl. Congratulations to both teams. Scorekeeper, please read the total score for each team and ask Coaches to verify the score.

- If the round ends in a tie, do not ask a tie-breaker question. If needed, a Tie-Breaker round will be scheduled.

SAY: Coaches and players may close this session and go to the Team Room. We will visit your Team Room to announce the beginning of the next round.

- Type END ROUND__ in the chat box.