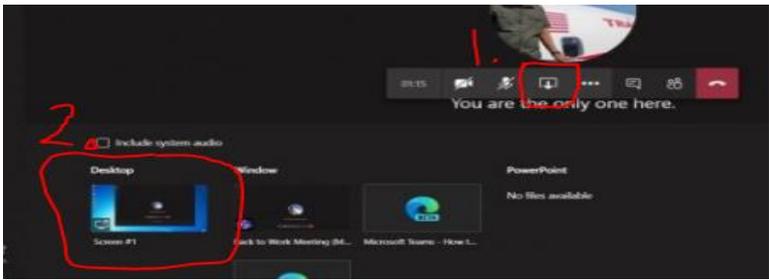


# Helen Ruffin Reading Bowl

## Volunteers

| Volunteer's Role     | Job Duties   |
|----------------------|--|
| <b>Console Judge</b> | <ul style="list-style-type: none"> <li>• Monitor the chat area at all times.</li> <li>• Conduct microphone check when prompted by the Moderator and record player's first name, team code, and number on notepad or sheet of paper.</li> <li>• <b>Say "We will begin testing microphones beginning with School ____ and player #1. Please speak loudly and say your first name, team code, and your number."</b> Continue until all microphones have been tested.</li> <li>• As the moderator reads the question, monitor the chat area and acknowledge the player who buzzed in first. <b>Say, "Stop!"</b> to notify that a player buzzed in.</li> <li>• Call on the player by <b>saying, "Player (team code and number), please unmute your microphone and answer the question."</b></li> <li>• Acknowledge challenges from one of the competing team players when the letter "C" is typed in the chat area and <b>say, "Stop! We have a challenge."</b></li> </ul>  |
| <b>Timekeeper</b>    | <ul style="list-style-type: none"> <li>• Use a stopwatch or cellphone to begin a 10-second count once the moderator finish reading the question.</li> <li>• When 10-seconds expire, say <b>"Time!"</b> (if no player has buzzed in).</li> <li>• If player buzz before the moderator has completed reading the question, <u>reset</u> 10-second count and start timer once the console judge acknowledges the player to unmute and answer the question. When 10-seconds expire, say <b>"Time!"</b> (if no answer is given).</li> </ul>  |
| <b>Scorekeeper</b>   | <ul style="list-style-type: none"> <li>• Receives link for electronic score form from HRRB Steering Committee member.</li> <li>• In chat area, post points awarded after each question including the team code that received the points. For example, ABC 10 - EFG 0.</li> <li>• On the electronic score form, enter the points awarded after each question but <b>do not</b> submit form until the <u>end of the round</u>.</li> <li>• At the end of the round, tally the score. Then <b>say, "The points awarded for this round is team (school name) has ____ points and team (school name) has ____ points. Coaches, please type your team code, the points awarded, and Agree to approve the total points."</b></li> <li>• Share your screen so that coaches and players can see the awarded points on the score form.</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>• Click <b>submit</b> to send the form to the scoring room.</li> </ul> |