

Moderator's Script, Volunteer Roles, and Instructions for Virtual Reading Bowl

PLEASE READ - Before the Competition Begins

- At **8:20 A.M.**, volunteers should be present in their assigned competition room.
- The **Moderator** will write down the names of the other volunteers that serve in the competition room.
- Timekeeper and Scorekeeper should join HRRB Remind by downloading the app on their phone or go to <http://www.remind.com/join>. The join code is **hrrbcoa22**. Also, you may join by sending a text to 81010 and text the message "**@hrrbcoa22**".
- The **Console Judge** will:
 - Conduct microphone, chat area, and BuzzIn.live test for the team players each round.
 - Monitor BuzzIn.live and acknowledge the team player who buzzes first by saying "Stop! Player (team code + player number), please unmute and answer the question."
- The **Scorekeeper** will:
 - Post the points awarded after each question in the chat box.
 - Confirm the final score and share their screen when completing and submitting the score form to the scoring room.
 - For a tutorial for sharing your screen, go to <https://youtu.be/YA6SGQIVmcA>
- The **Timekeeper** will:
 - Start 10-second timer after the question is read.
 - Start 2-minute timer if a coach requests a game delay due to technical issues.
- **Moderators**, please make sure that you have the questions for the correct level (elementary, middle or high school).
 - Verify that you have received questions for four rounds by matching the number on the top of the question spreadsheet for each round.
 - If time permits, read over the questions before each round begins.
 - Address any questions by first clicking the page# hyperlink or contacting the Challenge Room.
- At **8:45 A.M.**, Coaches will receive a Remind announcement to report to Round 1 competition room.
- At **9:00 A.M.** The Moderator will share his/her screen to view the Opening Ceremony video. The Moderator will read aloud the sections typed in **RED**. The competition rules will be read in its entirety during Round 1. For subsequent rounds, full competition rules will only be read if requested by the coach.
- **Please adhere to the script to ensure that the round proceeds in a timely manner.** For example, the coach says that one team player has not joined the competition room. Allow the team a 2-minute game delay (see script below). Once two minutes expire, start or re-convene the round.

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Beginning of Round 1

****Upon joining the competition room, all team players will immediately sign-in by typing their team code and player number in the chat box. Instruct players to open a second browser window and or use a second device such as a cellphone, tablet, or laptop ready for Buzzin.live.**

SAY: Welcome teams to Round ___ of the 2022 DeKalb Helen Ruffin Reading Bowl. Everyone in the competition room should silence your phones and remove all background noise. We will adhere to our traditional game decorum displayed during in-person competitions. Volunteers and active participants should refrain from eating and drinking during each round.

I am ___Name___ the Moderator for this round. Assisting me are our Console Judge ___Name___, Scorekeeper/Timekeeper ___Name___.

During the round, each team will be allowed one 2-minute delay of game due to technical issues. The timekeeper will set the timer for two minutes, and we will convene the round once 2 minutes expire. No additional delay of game will be granted for the remainder of the round.

Coaches, please confirm if all of your players have joined our room by typing “**All Here**” in the Chat box. (Pause) Let's review the features that will be used during the competition.

At the bottom of your window, you will see 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, Moderator must keep their camera on and all others should keep their camera off.

We completed the chat box test when you joined the competition room. Now, we will test each team player's microphone. We will begin with Team ____. Console Judge, you may proceed with the **microphone test**. Console Judge will call each team's player number, and the players will respond by saying, “Present”. Once the team completes their microphone test, the Console Judge will **SAY:** Team ____, please mute your microphones, and Team ____, please unmute your microphone for your microphone test. (Wait for the Console Judge to complete the microphone test.)

Console Judge Instructions:

Type the Game Code in the Chat. **SAY:** Join using the Game Code provided. Click Join Team to select your team (to add your name for Mock Practice). Wait until Toggle Lock has been clicked, **SAY:** Buzz in. Console Judge will review the list to ensure each player is shown in the Buzzed Players list.

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SAY: Everyone, please mute now. During our competition, silence is required unless you are called upon to respond. Unmuting without being recognized during the competition is inappropriate. Each team in violation, including players and coaches **will accept this as your 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.

Let's review the competition rules:

1. The Moderator will type the question number in the Chat box and press Enter (ex: Q1 or Question 1). Team members will prepare themselves to answer the questions using Buzzin.live. Do not use any other text in the chat box such as emojis or special characters.
2. Once the Moderator begins reading the question, the team players should be attentive and not typing on their keyboard or engaging in any other activities. **The Moderator will not be allowed to reread the questions.**
3. When a team player buzzes, the Console Judge will say, "Stop," to notify everyone that a player has buzzed in. The Console Judge must acknowledge the player by school and number (ex.: Mou3). If a team player who is not acknowledged answers the question, that team's response is not recorded, and the question is repeated for the opposing team.
4. Only the acknowledged team player unmutes. 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 confirms by posting the score in the chat area (ex: MOU 10). The Scorekeeper will post the score in the chat area after each question.
5. If the answer is incorrect, the Moderator will repeat the question for the other team, which a player must answer within ten seconds after buzzing in.
6. If neither team buzzes in, the Moderator will answer the question. A zero will be tallied for that question for each team. Buzzin.Live will post the score. scorekeeper will post the score in the chat area. (ex: MOU 0/ PAC 0). Then, the Moderator will proceed to the next question.
7. If a player buzzes in before the completion of a question, the Console Judge will say, "Stop," to notify everyone that a team player buzzed in, the Moderator immediately stops reading. After being recognized, the player must answer the question. If an incorrect answer is given, the Moderator repeats the entire question for the opposing team, which has an opportunity to answer the question within 10 seconds.
8. At no time during the actual round may the team players confer.
9. Any concern about an answer to a question **MUST** be addressed by one of the five currently competing team players by using the Chat box before the next question is asked.

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- a. The team player will get the attention of the moderator and Console judge by typing a "C" and pressing Enter.
- b. The console judge will unmute and announce, "We have a challenge." The player will be acknowledged and asked to unmute and tell the moderator their concern.
- c. The Moderator may make a decision based on the answers on the master question list or double-click on the hyperlinked cell with the page number and read from the book's page where the question was generated. If further clarification is needed, the Moderator may contact the Challenge Room.
- d. Once the Moderator makes a decision, the decision is final.

10. Coaches and team players may type a message in the chat box if a team player has a technical issue or unexpectedly leaves the competition room. The chat message should include the 3-letter team code, player number, and the word, "tech". For example, ABC 3 tech.

Players and coaches, if there is a question before we begin, please raise your hand by using the hand raise tool to be acknowledged. Once the round begins, only team members will be allowed to speak. (Respond to questions.)

***** End of Rules to be read aloud

We are ready to begin Round 1.

Reading Questions

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

Moderator TYPES: Q_ and press Enter (ex: Q1 or Question 1).

SAY: Players, prepare yourself to answer your question using Buzzin.live. (Pause to allow students to adjust.) Everyone ready?

SAY: Round ____, question ____.

- Read each question and allow the Console Judge to recognize the player who buzzed in first by saying the team code and player number.
- 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 unmute and answer immediately.

Acknowledging Answers

- **Correct Answers. SAY:** That is correct. The Scorekeeper confirms and posts the score (ex: 10 points for Mountain View Elementary).
- **More details are needed to verify an answer. SAY:** Can you be more specific? (NOTE: This can only be said once for a question.)
- **Incorrect Answers. SAY:** That is incorrect. (Then read the question again in its entirety for the opposing team.)

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- No correct answer is given by either team. SAY: The answer is _____.

Challenges or Questions

- The **Console Judge** acknowledge challenges from one of the five currently competing team players when signaled by “**C**” typed in the chat box and will say, “**We have a challenge.**” The player will be asked to unmute and voice their concern.
- A Coach cannot initiate a question or challenge on their own.
- Alternate questions are only to be used in extreme cases where the moderator has made a mistake.
- If an answer needs further verification, mute yourself and read from the book's page where the question was generated. If needed, you may join the Challenge Room. **SAY: Thank you for voicing your concern. Additional verification is needed from the Challenge Room. I will briefly join the Challenge Room and return with a decision.** Post the following information in the Challenge Room's chat box:
 - your competition room number, the question number, book title, and page number where the answer should be located.
 - Wait for an answer from the Challenge Room before rejoining the competition room. Do not discuss question and/or answer in the competition room.

End of Round 1

SAY: This concludes Round 1 of the DeKalb Reading Bowl. Congratulations to both teams. Please remain quiet as the Scorekeeper finalizes the round. Scorekeeper, you may proceed.

- If the round ends in a tie, do not ask a tie-breaker question. If needed, there will be a tie-breaker round at the end of the competition.
- The Scorekeeper will share their screen to show the score form with the total points for the round. Then, the scorekeeper will ask the coaches if they agree with the score for their team. Coaches will type “Agree” in the Chat. The form will be submitted to the scoring room once the scores are confirmed by the coach.

SAY: The final scores have been submitted to the scoring room. Coaches and team players should click the “Leave the meeting” button to properly close this session. Afterwards, you may go to your Team Room, and coaches will be notified via Remind app when it is time to report to the next round.

Beginning of Rounds 2-4

****Upon joining the competition room, all team players will immediately sign-in by typing their team code and player number in the chat box. Instruct players to either open a second browser window or use a second device such as a cellphone, tablet, or laptop ready for Buzzin.live.**

Moderator's Script, Volunteer Roles, and Instructions for Virtual Reading Bowl

SAY: Welcome teams to Round ___ of the DeKalb Helen Ruffin Reading Bowl. Everyone in the competition room should silence your phones and all background noise. We will adhere to traditional game decorum displayed during in-person competitions. Volunteers and active participants should refrain from eating and drinking during each round. The competition features and game format guidelines were read in its entirety during Round 1. If a team requests for the features and game formats guidelines to be re-read, the coach should type **"Yes"** in the chat box. (NOTE: If a coach types "Yes", re-read Round 1 competition features and game format guidelines.)

I am _____ the Moderator for this round. Assisting me are our Console Judge _____, Scorekeeper/Timekeeper _____. Coaches, please confirm if each of your players have joined our room by typing **"All Here"** in the Chat box. (Pause)

During the competition, players, Moderator must keep their cameras on and all others should keep their camera off.

We completed the chat box test when you joined the competition room. Now, we will test each team player's microphone. We will begin with Team _____. Console Judge, you proceed with the microphone test. Console Judge will call each team's player number, and the players will respond by saying their name, team code, and team player number." Once the team completes their microphone test, the Console Judge will **SAY:** Team ____, please mute your microphones, and Team ____, please unmute your microphone for your microphone test. (Wait for the Console Judge to complete the microphone test.)

Console Judge Instructions:

Type the Game Code in the Chat. **SAY:** Join using the Game Code provided. Click Join Team to select your team (to add your name for Mock Practice). Wait until Toggle Lock has been clicked, **SAY:** Buzz in. Console Judge will review the list to ensure each player is shown in the Buzzed Players list.

SAY: Players, please mute now. During our competition, silence is required unless you are called upon to respond. If there is a question before we begin, please raise your hand by using the hand raise tool to be acknowledged. Once the round begins, only team members will be allowed to speak. (Respond to questions.)

We are ready to begin Round _____.

Reading Questions

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

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Moderator TYPES: Q_ and press Enter (ex: Q1 or Question 1).

SAY: Players, prepare yourself to answer your questions using Buzzin.live.

Pause to allow students to adjust

SAY: Round ____, question ____.

- Read each question and allow the Console Judge to recognize the player who buzzed in first by saying the team code and player's ID number.
- 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 unmute and answer immediately.

Acknowledging Answers

- **Correct Answers.** **SAY:** That is correct. The Scorekeeper confirms and posts the score (ex: 10 points for Mountain View Elementary).
- **More details are needed to verify an answer.** **SAY:** Can you be more specific? (NOTE: This can only be said once for a question.)
- **Incorrect Answers.** **SAY:** That is incorrect. (Then read the question again in its entirety for the opposing team.)
- **No correct answer is given by either team.** **SAY:** The answer is _____.

Challenges or Questions

- Acknowledge challenges from one of the five currently competing team players when signaled by "C" typed in the chat box. **SAY:** We have received a challenge from a team player. Will the player unmute and voice your concern?
- A Coach cannot initiate a question or challenge on their own.
- Alternate questions are only to be used in extreme cases where the moderator has made a mistake.
- If an answer needs further verification, mute yourself, click on the hyperlink in the cell of page number and read from the book's page where the question was generated, OR you may join the Challenge Room. **SAY:** Thank you for voicing your concern. Additional verification is needed from the Challenge Room. I will briefly join the Challenge Room and return with a decision.
- Post the following information in the Challenge Room's chat box:
 - your competition room number, the question number, book title, and page number where the answer should be located.
 - Wait for an answer from the Challenge Room before rejoining the competition room. Do not discuss question and/or answer in the competition room.

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End of Each Round

SAY: This concludes Round ____ of the DeKalb Helen Ruffin Reading Bowl. Congratulations to both teams. Please remain quiet as the Scorekeeper finalizes the round. Scorekeeper, you may proceed.

- If the round ends in a tie, do not ask a tie-breaker question. If needed, there will be a tie-breaker round at the end of the competition.
- The Scorekeeper will share their screen to show the score form with the total points for the round. Then, the scorekeeper will ask the coaches if they agree with the score for their team. The form will be submitted to the scoring room once the scores are confirmed by the coaches. If screen cannot be shared, score keeper will post the score in the Chat (ex. Mou 70/ Pes 60). Coaches will agree or confirm (ex Mou Coach Agrees; or Pes Coach Agree)

SAY: The final scores have been submitted to the scoring room. Coaches and team players should click the "**Leave the meeting**" button to properly close this session. Afterwards, you may go to your Team Room, and coaches will notified via Remind app when it is time to report to the next round.

****If this is the end of Round 4, SAY:** This concludes the final round of the DeKalb Helen Ruffin Reading Bowl competition. Occasionally, there is a tie-breaker round. Coaches will receive an announcement via Remind if their team needs to report for a tie-breaker round. After the final scores are tabulated, the winning teams will be announced in the closing ceremony room. Coaches and team players, please click the "**Leave the meeting**" button to properly close this session. Then, you may go to the closing ceremony room. Thank you for your participation.

****Volunteers that were not asked prior to the competition to stay for a Tie-Breaker Round may be dismissed. We appreciate your commitment to the continued tradition of Helen Ruffin Reading Bowl for the students of the state of Georgia. Thank you.**