

Directions for Printing / Preparing:

This document allows you to print two copies of the Academic Competition Rulebook at once.

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- 3) collate the pages, and
- 4) staple either in the top, left corner or along the left side, whichever you prefer.

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MSHSAA



**2009-10
ACADEMIC
COMPETITION**

RULES BOOK

***& DUTIES
OF OFFICIALS***



MSHSAA



**2009-10
ACADEMIC
COMPETITION**

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***& DUTIES
OF OFFICIALS***



Missouri State High School Activities Association

1 N. Keene St.
P.O. BOX 1328
Columbia, MO 65205-1328
Telephone: (573) 875-4880 - Fax: (573) 875-1450
Website: www.mshsaa.org Email: email@mshsaa.org

MSHSAA Contact for Academic Competition: Stacy Schroeder

ACADEMIC COMPETITION ADVISORY COMMITTEE

NORTHWEST Nancy Archer North Andrew HS	CENTRAL Rae Anne Vernon Weaubleau HS	NORTHEAST Sandy Werr North Shelby HS
KANSAS CITY Rosemary Camp Liberty HS	SOUTH CENTRAL Roger Stephens Richland HS	ST. LOUIS Tom Sothers DeSmet HS
SOUTHWEST Melinda Dixon Lockwood HS	SOUTHEAST Bart Mitchell North County HS	President of MACA: Ex-Officio Member: Jeremy Gibbs Ft. Zumwalt West HS

ACADEMIC COMPETITION RULES INTERPRETERS

Don Arni (Northeast / Central) Glasgow, MO Home: (660) 338-2403 School: (660) 338-2012	Rob Farquhar (Southwest) Springfield, MO Home: (417) 887-8133 School: (417) 724-3500
Bill Luce (Northwest / Kansas City) Savannah, MO Home: (816) 232-5162 School: (816) 324-3128	Bart Mitchell (Southeast / St. Louis / South Central) Farmington, MO Home: (573) 431-5784 School: (573) 358-8890 (North Co. HS)

**This document was
most-recently updated:
September 21, 2009**

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2009-10 Rules Meetings

For All Coaches AND Officials
Starting Time is 7:30 p.m. unless otherwise noted (*)

September 2009

Mon.	28	MACA Convention: Columbia (*9:30am)	Bill Luce
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October 2009

Mon.	12	Kirksville High School	Don Arni
Tues.	13	Lockwood High School	Rob Farquhar
Wed.	14	Rolla High School	Bart Mitchell
Wed.	14	Liberty High School	Bill Luce
Mon.	19	Sikeston High School	Bart Mitchell
Tues.	20	Mountain Grove High School	Rob Farquhar
Tues.	20	DeSmet High School	Bart Mitchell
Wed.	21	Stanberry High School	Bill Luce
Wed.	21	Smith-Cotton High School	Don Arni

January 2010

Tues.	19	MHSAA Office	Don Arni
Wed.	20	Trenton High School	Bill Luce
Wed.	20	Salem High School	Bart Mitchell
Thurs.	21	Nixa High School	Rob Farquhar
Thurs.	21	North County High School	Bart Mitchell

All attendees will complete a rules meeting attendance card at the conclusion of the meeting.

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GAME RULES

District and State Series

PLEASE NOTE: New wording has been underlined, and areas of emphasis are in **bold** text.

- A. **ACADEMIC COMPETITION:** Academic Competition can be characterized as competition in which subject matter in multiple academic disciplines is used. This activity features head to head academic team competition, quick response answers, time limits on questions and use of recognition systems by participants. Note: The current Academic Competition disciplines are science, mathematics, social studies, communication arts, fine arts/performing arts, and miscellaneous.
- B. **GENERAL GAME FORMAT**
1. **Players:** A team shall consist of no more than eight (8) players. A team must have a minimum of four (4) players present and four (4) team players must play at all times. A coach must designate one of the four participating players as captain.
 2. **Format:** A game shall consist of four quarters. The first and third quarters will each consist of fifteen (15) toss-up questions. The second and fourth quarters will consist of ten (10) toss-up questions and accompanying bonus questions. There will be a five (5) minute half-time intermission between the second and third quarters.
 3. Prior to each game, paper will be provided by the moderator for each player. The paper must remain blank until the moderator signals the start of the game. Substitutes shall be provided with a blank piece of paper. Players may only use the paper provided by the moderator and a pen or pencil. If a player uses other materials than the paper provided by the officials and a pen or pencil, that player's team shall forfeit that game.
 4. The use of prepared materials, calculators, cell phones and/or any other electronic devices is not allowed. If a player is found using such an aid during a contest, the player will be ejected from the contest.
- C. **QUESTIONS**
1. **Toss-Up/Bonus:** During the first and third quarters, game questions will be toss-up questions only. During second and fourth quarters, game questions will be a combination of toss-up and bonus questions.
 - a. TOSS-UP QUESTIONS are worth ten (10) points and may be answered by individuals only; no conferring is allowed. The first individual to press the response button within the five (5) second time limit and be recognized by the spotter is eligible to answer the question. A significant answer (which must be unique to the answer) must be started within three (3) seconds after a player is recognized and completed within seven (7) seconds more for a total of ten seconds. The timer will call the three (3) seconds and the ten (10) seconds (if needed). During the second and fourth quarters if the answer is correct, that team receives ten (10) points

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and the opportunity to answer a bonus question.

- 1) INTERRUPT: If an individual interrupts a toss-up question and answers it incorrectly, the moderator will begin repeating only the sentence that was interrupted and finish the entire question for the opposing team. At the completion of the entire question, any member of the opposing team has five (5) seconds to press the response button. This timing rule applies to all interrupted questions, except those involving calculations which will receive 15 seconds upon completion of the question. The answer must be started within three (3) seconds after a player is recognized and completed within seven (7) seconds more for a total of ten (10) seconds.
- 2) Once a toss-up question has been completely read, it will not be repeated. If an individual incorrectly answers a toss-up question which has been completed by the moderator, an individual from the other team has five (5) seconds to press the response button. The answer must be started within three (3) seconds of recognition and completed within seven (7) seconds more for a total of ten (10) seconds.
- 3) The time will start at the completion of the reading of a toss-up question for the five (5) seconds to press the response button. The time will start for the three (3) seconds to begin an answer after the spotter recognizes the player. The timer will call time if a significant answer (which must be unique to the answer) is not begun within three (3) seconds of a player's recognition and if the answer is not completed within seven (7) seconds more for a total of ten (10) seconds.
- 4) If a player answers a toss-up question without being recognized by the spotter, the answer will not be counted, even if it is correct. In this situation, the moderator will say, "I cannot accept your answer because you were not recognized." If the opposing team has not previously attempted to answer that particular question, a player of the team may answer following the rules of recognition and time regarding toss-ups.
- 5) EXCEPTION TO FIVE (5) SECONDS RESPONSE TIME FOR TOSS-UPS: An exception to the five (5) seconds response time is made with questions involving calculation. When a toss-up is a calculation, the moderator will announce, "Calculation," and after the question is read, a player will have fifteen (15) seconds to push the response button, three (3) seconds to begin a significant answer (which must be unique to the answer), and seven (7) second more to complete the answer, for a total of (10) seconds. If the first team responding to a calculation gives an incorrect answer, the other team will have five (5) seconds to respond, three (3) seconds to begin a significant answer (which must be unique to the answer), and seven (7) seconds more to complete it.
- 6) If both teams respond with incorrect answers to a toss-up, the moderator will give the correct answer.

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b. BONUS QUESTIONS are two parts and are awarded to the team that answers a toss-up correctly during the second and fourth quarters. The entire team confers, but the answer or answers must come from the team captain unless he/she defers. The captain may defer to another team member to give the answer, verbally indicating (example) "I defer to John." A deferred answer must be started/completed under the normal timing rules - no extra time is allowed. If the moderator asks for clarification of the answer given, it would be acceptable for team members to give clarification to the captain who would restate the answer to the moderator. The time would not be kept during this clarification process.

- 1) Bonus questions are worth twenty (20) points and will consist of two (2) questions worth ten (10) points each.
- 2) Questions included in a bonus must be on a related topic.
- 3) Timing for bonus questions will begin when the moderator completes the reading of the question(s). All bonus questions will be read in their entirety regardless of whether the team passes or interrupts the moderator with an answer. If the question is interrupted, the reading will stop until the answer is determined to be correct or incorrect. If incorrect, the remainder of the question will be read before going on to the next part.
- 4) The moderator will read each part separately. The moderator will state the number of each part, such as number 1 or number 2. The team captain will have ten (10) seconds after the reading of the question to **complete** the team's response. The moderator will indicate whether the answer is correct or incorrect and then offer immediate rebound to the opposing team if the response was incorrect. If the rebounding team's response is incorrect, the moderator will provide the correct response. The moderator shall then follow the same procedure for the other part and **offer immediate rebound** after an incorrect response. The ten (10) seconds time limit will apply to each part.

EXCEPTION: If the question involves calculation or spelling, the team captain will have fifteen (15) seconds after the reading of the question to complete the team's response. The moderator must designate before reading the question that it is a calculation or spelling question. This timing rule applies to all interrupted questions, except those involving calculations which will receive 15 seconds upon completion of the question.

- 5) Bonus questions are rebounding. Rebounding refers to the fact that the team to which the bonus is not awarded has the opportunity to answer any part(s) that are unanswered or were incorrect as given by the team to whom the bonus was originally awarded. The rebounding team would have five (5) seconds to complete their answer. If the answer given is incorrect, the moderator will give the correct answer before going to the next part.

a) A two (2) part bonus question rebounds as follows: The

b. BONUS QUESTIONS are two parts and are awarded to the team that answers a toss-up correctly during the second and fourth quarters. The entire team confers, but the answer or answers must come from the team captain unless he/she defers. The captain may defer to another team member to give the answer, verbally indicating (example) "I defer to John." A deferred answer must be started/completed under the normal timing rules - no extra time is allowed. If the moderator asks for clarification of the answer given, it would be acceptable for team members to give clarification to the captain who would restate the answer to the moderator. The time would not be kept during this clarification process.

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a) A two (2) part bonus question rebounds as follows: The

moderator will refer to the opposing team each part of the bonus that was incorrect or not answered by the team to whom the bonus was originally awarded. Each missed part shall be referred to the opposing team immediately after the incorrect answer is given or after time is called for the controlling team's response (prior to reading the next part). To refer a rebounded bonus, the moderator will say to the other team, "Rebound XYZ High School". The moderator will not re-read the part. The team receiving the rebounded bonus will have five (5) seconds to complete the answer of the rebounded part.

- b) While the controlling team is answering the bonus questions, the opposing team may confer for possible rebound.

2. **Acceptable Answers:**

- a. A player's initial response to a question will be considered to be the player's answer. Corrections will not be permitted. Changes will not be permitted unless the moderator asks for more specific information. Two (2) part answers (also known as blitzing) are acceptable if both parts are correct, regardless of order. [Blitzing: Interrupting a question and providing multiple, related pieces of information.]
- b. Last names will be sufficient in answers unless full names are necessary for identification or clarification. If a full name is necessary and the player responded with only a last name, the moderator shall ask for a more specific answer.
- c. The answers to all calculation questions shall be given in simplest form.

3. **Categories for Questions** (The moderator will announce the category of each question):

- a. **Science:** general science, earth science, biology/physiology/anatomy, chemistry, physics, astronomy.
- b. **Mathematics:** general math, geometry/elementary trigonometry, algebra, computers, analytic geometry/advanced trigonometry/calculus (No more than 2 from the last group of topics).
- c. **Social Studies:** world history, government, geography, American history, economics/consumer education, psychology, sociology (No more than 2 questions from last three topics).
- d. **Communication Arts:** world literature (all genres), American literature (all genres), British literature (all genres), mythology, journalism, grammar/usage, spelling, vocabulary, speech.
Note 1: Students may pronounce spelling words prior to spelling them but the answer must be completed within the specified time limit.
Note 2: The moderator shall NOT spell words within a question, including those that are difficult to pronounce.
- e. **Fine Arts/Performing Arts:** art, music, dance, philosophy, architecture, theater.
- g. **Miscellaneous:** sports, business education, agriculture, home

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economics, driver's education, health/physical fitness, industrial trades/industrial arts, entertainment, foreign language.

4. **Breakdown of Questions:**

- a. Each match will contain a total of fifty (50) toss-up questions and twenty (20) bonus questions. Each match will consist of the following specific number of questions in each category:
SCIENCE — ten (10) toss-up and four (4) bonus;
MATHEMATICS — ten (10) toss-up and four (4) bonus;
SOCIAL STUDIES — ten (10) toss-up and four (4) bonus;
COMMUNICATION ARTS — ten (10) toss-up and four (4) bonus;
FINE ARTS/PERFORMING ARTS — Six (6) toss-up and two (2) bonus;
MISCELLANEOUS — four (4) toss-up and two (2) bonus.
 - b. Thirty (30) of these toss-ups will be used in the first and third quarter. These thirty (30) toss-ups shall be broken down as follows: six (6) science, six (6) mathematics, six (6) social studies, six (6) communication arts, four (4) fine arts/performing arts, and two (2) miscellaneous.
 - c. The remaining twenty (20) toss-up questions and twenty (20) bonus questions will be used in the second and fourth quarters.
 - d. The questions will be placed in random order and in the second and fourth quarter randomly associated with the following bonus question.
 - e. Second and fourth quarter will be printed with a toss-up followed by a bonus question. If neither team answers the toss-up question correctly, the bonus question following that particular toss-up will not be used with any subsequent toss-up question.
5. **Restrictions on Questions:**
- a. No true-false or other types of two-option questions will be permitted.
 - b. Multiple choice toss-up and bonus questions will not be permitted except in the case of vocabulary (analogy) toss-up questions. For such multiple choice questions, any verbal response that indicates one of the choices will be acceptable.
 - c. If a question is multiple choice, the moderator will announce this before the question is read.
 - d. All questions included in a bonus question must be on a related topic.

D. **IRREGULARITIES**

1. If there should be a repeat or similar toss-up or bonus question they will be used. No protest is allowed due to these questions.
2. If the first team answers a toss-up or bonus question incorrectly or does not give a response, and the moderator gives the correct answer before the second team has had an opportunity to answer, the question (toss-up) or part (bonus) will be discarded. The second team will then have an opportunity to answer the replacement toss-up question or rebounding bonus question part. The replacement should be from the same category, if possible.

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3. Each set of game questions should include seven (7) replacement toss-up and seven (7) bonus questions. There will be one replacement question per category. The replacement question will be of the same category as the question discarded. If the replacement question has already been used from a particular category, the moderator will then draw randomly from the remaining replacement questions.
4. If a malfunction of the electronic lock-out response system occurs, thereby causing a tie between opposing teams, the toss-up question will be discarded. The spotter will call this tie and a replacement toss-up question will be asked of both teams. If a tie occurs among members of the same team, the spotter will designate the team member who is to give the response.

E. TEAM TIME-OUTS AND SUBSTITUTIONS

1. Each team will be allowed one (1) sixty (60) second and one (1) thirty (30) second team time-out per half.
2. Only coaches or team captains may call a team time-out.
3. A team time-out must be called before the category of the next toss-up or bonus question is read.
4. A sixty (60) second time-out may be used to confer with players and/or to substitute.
5. A thirty (30) second time-out may be used to substitute a player or players. At this time, nothing except a substitution may occur.
6. Players may be substituted at half-time. Other substitutions will require a time-out.
7. The sixty (60) second time-outs and the thirty (30) second time-outs called by one team may also be used by the opposing team to substitute or confer.

F. BREAKS: Coaches may confer with players during these breaks only; otherwise, a time-out must be taken.

1. Half-Time: Half-time shall be an intermission of no more than 5 minutes between the end of the second quarter and the start of the third quarter. The duration shall be determined by a consensus of the two coaches, or shall be 5 minutes in length.
2. Break Before Tie-Breaker: A tie-breaker period, if necessary, will follow a 5-minute intermission.

G. PROTESTS

1. All protests must be made by the team captain or coach before the category of the next toss-up question is begun. In the second and fourth quarters, protests of a toss-up question must be made before the category of the bonus question is begun. If any part of the bonus is to be protested, it must be done before the category of the next toss-up is begun. In requesting a clarification of a moderator's decision or accuracy of the question, the captain or coach must explain the request to the moderator who then refers the decision to the judges. Another team member may indicate to the team captain that a protest is appropriate. The team captain or coach will then indicate to the

3. Each set of game questions should include seven (7) replacement toss-up and seven (7) bonus questions. There will be one replacement question per category. The replacement question will be of the same category as the question discarded. If the replacement question has already been used from a particular category, the moderator will then draw randomly from the remaining replacement questions.
4. If a malfunction of the electronic lock-out response system occurs, thereby causing a tie between opposing teams, the toss-up question will be discarded. The spotter will call this tie and a replacement toss-up question will be asked of both teams. If a tie occurs among members of the same team, the spotter will designate the team member who is to give the response.

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1. Each team will be allowed one (1) sixty (60) second and one (1) thirty (30) second team time-out per half.
2. Only coaches or team captains may call a team time-out.
3. A team time-out must be called before the category of the next toss-up or bonus question is read.
4. A sixty (60) second time-out may be used to confer with players and/or to substitute.
5. A thirty (30) second time-out may be used to substitute a player or players. At this time, nothing except a substitution may occur.
6. Players may be substituted at half-time. Other substitutions will require a time-out.
7. The sixty (60) second time-outs and the thirty (30) second time-outs called by one team may also be used by the opposing team to substitute or confer.

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1. Half-Time: Half-time shall be an intermission of no more than 5 minutes between the end of the second quarter and the start of the third quarter. The duration shall be determined by a consensus of the two coaches, or shall be 5 minutes in length.
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judges that his/her team has a protest. However, this must be done before the next toss-up question is begun.

2. If a protest cannot be decided by the panel of judges (see Section 8-I-5) in the room, they will refer the protest to the district/state tournament manager. The team captain or coach must then complete a protest card in writing.
3. If a protest is denied, no further protest in regard to that answer will be heard.
4. Protests not made immediately will have no bearing on the outcome of the game.
5. The tournament officials will rule on all protests (as per #2 above) and their decision is final.
6. Each team is limited to two (2) unsuccessful protests per game. If a team has a second denied protest, that team may not offer any more protests for that game and once made, cannot be withdrawn.

H. END OF GAME PROCEDURES

1. The team with the highest number of points at the end of the regulation match will be declared the winner.
2. If teams are tied at the end of the regulation match, there will be a tie-breaker period of play. The tie-breaker period will follow a five minute break during which substitutions may be made. Only toss-up questions, randomly selected from the different academic categories, will be used. The first team to correctly answer three (3) questions, using the rules of recognition and time regarding toss-ups, will be declared the winner of the game.
3. Results of a game are considered final when the coach signs the score sheet or when a formal protest is determined by the site protest committee.

I. ACADEMIC COMPETITION OFFICIALS

1. MODERATOR reads the questions.
2. SPOTTER recognizes the player who first presses the response button.
3. SCOREKEEPER keeps the running score throughout the game.
4. TIMER times response times, team time-outs, and half time.
5. PANEL OF JUDGES make all decisions on protests. The panel includes, at a minimum, the moderator, the scorekeeper, and the timer. Extra judges chosen for academic expertise in a particular area may be added.

J. PENALTIES: Penalties will be applied by unanimous decision of the panel of judges for any of the following:

1. If a player(s) on either team talks or consults during the reading or answering of a toss-up question, that player's team will forfeit its next opportunity to answer a toss-up question.
2. If a player(s) on either team complain(s) about decisions of the judges or moderator, that player's team will forfeit its opportunity to answer the remaining parts of the bonus question or the next toss-up question,

judges that his/her team has a protest. However, this must be done before the next toss-up question is begun.

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whichever comes first.

3. If a player(s) on either team has inappropriate attire, i.e. hats, obscene slogan shirts, etc., that player(s) will not be allowed to participate in the game.
4. If coaches or spectators are observed giving signs, mouthing answers, or engaging in similar actions which might influence the decision-making process of the player(s) answering a toss-up or bonus questions, that individual(s) will be requested to leave the room for the remainder of the game.
5. Any player or coach (including substitutes) engaging in unsportsmanlike conduct will be asked to leave the game (and may not return). Should that person refuse to leave, the game shall be considered a forfeit. The moderator will not tolerate unsportsmanlike conduct and, if problems occur, the tournament manager will monitor the contest and take appropriate action.

K. THE OFFICIAL SCORE

1. The person(s) keeping score is (are) considered to have the official score. In most games, there will be a running score kept on a chalkboard. This is an unofficial score. At the end of each quarter and at the end of the first half, the official scorekeeper should correct any discrepancies between the official score and the unofficial score. Also at the end of the second half, the game will not be declared officially ended until this is done.
2. At the end of the first half and at the end of the game, a coach may check his score with the official scorekeeper. However, the official scorekeeper's score will be considered the correct score, unless it is generally agreed by the judges' panel that a mistake was made. In that case, the official score will be corrected.
3. Coaches should conduct themselves in a courteous manner when discussing the official scorekeeper and the judges' panel.

L. TIE BREAKING PROCEDURE FOR SEEDING OR ADVANCEMENT

1. For seeding and advancement purposes, if after the preliminary rounds there is a tie between teams on records and point average, the tie would be broken by using the following criteria (in order):
 - a. The winner of any Head to Head competition (if the teams played each other in the preliminary rounds) will be seeded higher or advanced into the final round.
 - b. **If seeding** (only) is to be determined, a random draw will be used to resolve the tie.
 - c. **If advancement** into the final round is in question, a play-off will be used to resolve the tie. Three unused toss-up questions would be asked; if after these three questions have been asked, the teams are still tied, the play-off would become sudden-death. Questions will be asked until the tie is broken and advancement is determined.
 - d. **Play-off procedure to be used only if a tie has caused more than 4 teams to still be eligible for advancement.** A three-way

whichever comes first.

3. If a player(s) on either team has inappropriate attire, i.e. hats, obscene slogan shirts, etc., that player(s) will not be allowed to participate in the game.
4. If coaches or spectators are observed giving signs, mouthing answers, or engaging in similar actions which might influence the decision-making process of the player(s) answering a toss-up or bonus questions, that individual(s) will be requested to leave the room for the remainder of the game.
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 - d. **Play-off procedure to be used only if a tie has caused more than 4 teams to still be eligible for advancement.** A three-way

tie for third or fourth place advancement would be determined by a three question round robin with each of the three teams. The winner would be the team(s) with the highest total number of questions answered correctly. This procedure would be repeated if the three-way tie still exists. If, after determining which two teams advance in a three-way tie, the two qualifying teams are still tied, a coin toss shall determine 3rd and 4th place seeding. If a three-way tie for 1st or 2nd place exists, then simply a coin toss would be done to determine seeding.

2. Points earned in a tie-breaker will be used to determine a winner but will not be added to the team's match total nor to an individual's total points.

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Duties of Academic Competition Officials

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The officials for Districts and the Show-Me Academic Challenge shall consist of a moderator, scorekeeper, timer and spotter. The duties of the officials shall be described in the following pages. Each official should understand the responsibilities of all the officials in order for the group to work together as a unit. It is essential that the officials understand the rules and apply them in an impartial and consistent manner throughout the tournament.

GENERAL GUIDELINES FOR OFFICIALS

1. Officials shall provide immediate and courteous application of all MSHSAA Academic Competition rules.
2. Good officiating requires knowledge of the rules, organization of tasks and acute concentration. Officials may obtain experience in matches by volunteering to officiate team practices and information scrimmages.
3. Prior to each match, the officials shall meet together and discuss the rules, procedures and responsibilities. The tournament questions and answers shall be provided to the match moderator at least 45 minutes before the match for the purpose of previewing.
4. Do not permit individuals to enter or leave the competition room during a match. Door security may allow individuals to enter during half-time or a time-out.
5. Match officials shall be prepared to make judgment calls. At some point each official is required to make a decision that determines, or changes, the outcome of a match. Officials must act with a confidence founded on preparation. Once a decision has been made, concentrate on the match, not on past decisions.
6. Officials will exercise the following positive human relations skills:
 - Act with a kind spirit.
 - Act with certainty, never defensively.
 - Never argue. Walk away from irate individuals.
 - Be an effective listener, but do not prolong discussions.
 - Do not be arrogantly dogmatic.

GUIDELINES FOR JUDGES PANEL

Description: The panel of judges make all decisions on protests. The panel includes at a minimum the moderator, the scorekeeper, and the timer. Extra judges chosen for academic expertise in a particular area may be added. The judges panel, after conferring, shall resolve all issues regarding scoring, correctness of answers, and other rule interpretations. All protests shall be dealt with immediately and an explanation given as to the ruling.

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MODERATOR DUTIES

Description: The moderator is largely responsible for the flow of a match. He/she reads each question and makes the initial ruling as to whether an answer is acceptable. This individual controls the pace of the match through effective verbal skills. The pace of the match is the prime consideration.

Duties:

1. Moderators shall review the questions for the district tournament at the moderators meeting on the day of the tournament. This time should be spent previewing the questions, noting unfamiliar portions (especially mathematical symbols), and checking pronunciation. The moderator DOES NOT edit the questions.
2. The moderator shall introduce all tournament personnel working in the room.
3. The moderator shall introduce the teams and ask the players to give their names and grade levels as they ring in. The moderator should note if each buzzer works properly and coincides with the correct name. If some students do not speak loudly enough, this should be pointed out to them at this time.
4. The moderator shall introduce the teams' coaches and any substitutes.
5. The moderator shall briefly review the rules before beginning the match. This is usually not necessary after the first round.
6. The moderator shall provide scratch paper to all starting players. The paper must remain blank until the moderator signals for the start of the game.
7. The moderator shall announce the number and category of each toss-up question before it is read.
8. After each student's response, the moderator states if the response was correct or incorrect. When in doubt, the moderator shall defer to the judges' panel.
9. If an individual interrupts a toss-up question and answers it incorrectly, the moderator will begin repeating only the sentence that was interrupted and finish the entire question for the opposing team.
10. If a toss-up question has been completed by the moderator, the question shall not be repeated.
11. The moderator shall NOT spell words within a question, including those that are difficult to pronounce.

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12. If a player should answer a toss-up without being recognized by the spotter, the answer shall not be counted and the moderator will say, "I cannot accept your answer because you were not recognized." If the opposing team has not previously attempted to answer that particular question, then a player from that team may answer according to the rules of recognition and timing regarding toss-ups.
13. When a toss-up involves calculation, the moderator will announce, "calculation" before reading the question, as the players shall be allowed more response time. Likewise, if a bonus question is a spelling question, the moderator will announce "spelling" before reading the question as the players shall be allowed more response time. Note - It is allowed for a player to pronounce spelling words prior to spelling.
14. The moderator shall remember not to give an answer before the other team has had an opportunity to respond. If this should occur, however, the question will be discarded. The second team will then have an opportunity to answer the replacement toss-up question or rebounding bonus question parts. The replacement should be from the same category, if possible. If the replacement question has already been used from a particular category, the moderator will then draw randomly from the remaining replacement questions.
15. If both teams respond with an incorrect answer or time expires, the moderator shall give the correct answer before proceeding to the next toss-up.
16. The moderator may accept last names in answers unless full names are necessary for identification or clarification. If a full name is necessary and the competitor responded with only a last name, the moderator shall ask for a more specific answer.
17. When a team answers a toss-up question correctly, they are awarded a bonus question. The moderator shall give the category of the bonus and .
18. The moderator will state the number of each part, such as number 1 or number 2, or refer to each part as Part A or Part B. The moderator will indicate if the answer is correct or incorrect. If incorrect, the moderator shall immediately rebound to the opposing team after each incorrect response. The moderator will not re-read the parts.
19. A player's initial response to a question shall be considered to be the player's answer (see also definition of blitzing). Corrections will not be permitted. Change will not be permitted unless the moderator asks for more specific information. The moderator may ask a student to repeat an answer; however, both the moderator and the judges panel must be certain that the repeated answer is the same as the first answer stated.

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20. The moderator shall declare when the first half of the match has been completed.
21. The pace of the match is determined by the reading of the questions. The moderator should read in a manner to be heard by participants and spectators and should maintain an impartial attitude at all times. Each word should be articulated clearly. Moderators should not rush through the questions.
22. The moderator shall help monitor crowd behavior, with special attention to distracting noise, inadvertent answers from the audience or coaching from spectators.
23. Protests: See Section 1, Game Rules, letter G for the guidelines and procedures for handling protests.
24. Tie-Breaker: If teams are tied at the end of the regulation match, there will be a tie-breaker period of play. The tie-breaker period will follow a five minute break during which substitutions may be made. Only toss-up questions, randomly selected from the different academic categories, will be used. The first team to correctly answer three (3) questions, using the rules of recognition and time regarding toss-ups, will be declared the winner of the game
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SPOTTER DUTIES

(Optional position - if not available, the timer, moderator, or scorer may act as the spotter)

Description: The spotter (or buzzer operator) operates the main control on the buzzer equipment, recognizes the team and individual who buzzes-in first on a toss-up question, and resets the buzzer equipment.

Duties

1. Prior to each match, the operator shall be sure that each team member has a writing instrument and clean scratch paper.
2. Prior to each half of competition, the operator shall help the moderator determine that each buzzer works properly.
3. When a team member buzzes-in, the operator immediately calls the name of the school followed by the name of the student. (First or last name is acceptable.) Please use a CLEAR, SMOOTH VOICE, LOUD ENOUGH FOR FANS AND SCORER TO HEAR.
4. If an answer to a toss-up question is ruled incorrect, the operator resets the equipment. If an answer to a toss-up question is ruled correct, the operator delays resetting the equipment until the bonus question is answered or time expires. This prevents inadvertent buzzing in on bonus questions by the opposing team.
5. In addition to recognition and resetting duties, the operator shall look for talking or conferring among team members during toss-up opportunities and shall notify the judges.
6. If a malfunction of the electronic lock-out response system occurs, thereby causing a tie between opposing teams, the toss-up question will be discarded. The spotter will call this tie and a replacement toss-up question will be asked. If a tie occurs among members of the same team, the spotter will designate the team member who is to give the response.
7. Following the match, the spotter shall prepare the contest room for the next match.

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2. Prior to each half of competition, the operator shall help the moderator determine that each buzzer works properly.
3. When a team member buzzes-in, the operator immediately calls the name of the school followed by the name of the student. (First or last name is acceptable.) Please use a CLEAR, SMOOTH VOICE, LOUD ENOUGH FOR FANS AND SCORER TO HEAR.
4. If an answer to a toss-up question is ruled incorrect, the operator resets the equipment. If an answer to a toss-up question is ruled correct, the operator delays resetting the equipment until the bonus question is answered or time expires. This prevents inadvertent buzzing in on bonus questions by the opposing team.
5. In addition to recognition and resetting duties, the operator shall look for talking or conferring among team members during toss-up opportunities and shall notify the judges.
6. If a malfunction of the electronic lock-out response system occurs, thereby causing a tie between opposing teams, the toss-up question will be discarded. The spotter will call this tie and a replacement toss-up question will be asked. If a tie occurs among members of the same team, the spotter will designate the team member who is to give the response.
7. Following the match, the spotter shall prepare the contest room for the next match.

SCOREKEEPER DUTIES

Description: The scorekeeper keeps the official record of the match score. Two individuals may be used as official scorekeepers, each recording the score of only one of the competing teams. This may make scoring easier and also help eliminate errors. There also should be an unofficial scorekeeper keeping score on a chalkboard, scoreboard, or other device. For the state championship, only one official scorer will be assigned to each match.

Duties

1. Prior to each half, the scorekeeper verifies that the names of the students competing are listed on the school's roster or entry form. These forms should be provided by the tournament director at districts; the program serves as the roster at state.
2. If a toss-up question is answered correctly, the scorekeeper shall indicate this on the official score form by placing a tally mark by the appropriate student's name that answered the question correctly. The score for each team should be totaled and listed at the end of each quarter.
3. The score keeper shall keep a running score during the match. Each toss-up answered correctly is worth ten (10) points. If there are two parts to the bonus question, each part is worth ten (10) points each for a total value of twenty (20) points. If there are four parts to the bonus question, each part is worth five (5) points each for a total value of twenty (20) points.
4. For each bonus question read by the moderator, the scorekeeper shall indicate on the official score form the number of points received by each team. These points are given to the team, not an individual player. Bonus scoring occurs only in the 2nd and 4th quarter. The score shall be recorded as 0, 10, or 20 as the case may be. Because the bonus questions are rebounding, the opposing team may also have points listed on any particular numbered bonus question.
5. At the close of each quarter and half, the scorekeeper shall correct any discrepancies between the official score and the unofficial score kept on a chalkboard. At the end of the second half, the game will not be declared officially ended until this is done.
6. At the end of the first half and at the end of the game, a coach may check his/her score with the official scorekeeper. However, the official scorekeeper's score will be considered the correct score, unless it is generally agreed by the judges panel that a mistake was made. In that case, the official score will be corrected.
7. The scorekeeper shall announce the score at the close of each half, and may do so during time-out periods. If a match score is altered following an inquiry, the scorekeeper shall announce the change.

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8. At the close of a match, the scorekeeper shall obtain the signature of each participating coach on the score form, verifying that the indicated match result is correct. The scorekeeper shall also sign the score form for verification.
9. The scorekeeper shall serve on the judges panel and help the match run smoothly making sure the rules are followed in an impartial and consistent manner.

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TIMER DUTIES

Description: The timer shall clock the response times, team time-outs and half-time.

Duties

1. Following the reading of a toss-up question, five (5) seconds shall be allowed for response time. If no individual responds during the five (5) seconds, the timer shall declare "TIME" in a clear voice.
2. If an individual responds in this allotted time, he/she then must begin a significant answer within three (3) seconds after recognition by the spotter and completed within seven (7) seconds more for a total of ten (10) seconds. The timer will call the three (3) seconds and the ten (10) seconds if needed.
3. If an individual interrupts a toss-up question and answers it incorrectly, the moderator will begin repeating only the sentence that was interrupted and finish the entire question for the opposing team. At the completion of the question, five (5) seconds shall be allowed for response by the other team. If no one responds in the allotted time, the timer shall declare "TIME." If an individual does respond, the player has three (3) seconds to begin a significant answer after recognition by the spotter, and seven (7) seconds more to complete the answer for a total of ten (10) seconds. The timer will call the three (3) seconds and the ten (10) seconds if needed.
4. If a toss-up question has been completely read and an individual has answered incorrectly, an individual from the other team has five (5) seconds in which to respond. If no one responds, the timer shall declare "TIME." If an individual responds, the player has three (3) seconds to begin a significant answer after recognition by the spotter, and seven (7) seconds more to complete the answer for a total of ten (10) seconds. The timer will call the three (3) seconds and the ten (10) seconds if needed.
5. EXCEPTION to the five (5) second response time: If the moderator announces "Calculation," the players shall have fifteen (15) seconds to make the initial response. The other time limitations for answering the question and response by the second team are the same, i.e. five (5) seconds to buzz in, three (3) seconds to begin a significant answer, and seven (7) seconds more to complete the answer.
6. EXCEPTION: If a bonus question is a spelling question, the players will have 15 seconds to answer.
7. Timing for bonus questions shall begin when the moderator completes the reading of the question. If a bonus question is composed of parts, the team captain shall have ten (10) seconds after the reading of each part to complete the team's response (Calculation bonuses shall have 15 seconds

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8. If a team does not answer the parts of its bonus correctly, the opposing team has the opportunity to answer those parts missed. The team receiving the rebounded bonus will have five (5) seconds per part rebounded in which to answer.
9. The timer should be prepared to determine if a student has buzzed-in prior to the end of the time interval for a toss-up question, or initiated an answer prior to the end of a time interval for a bonus question.
10. The timer shall time and keep track of time-outs used by the coaches. Each team shall be allowed one (1) sixty (60) second and one (1) thirty (30) second team time-out per half.
11. The timer shall time an intermission between halves of no more than five (5) minutes.
12. The timer shall serve on the judges panel and help the match run smoothly, making sure the rules are followed in an impartial and consistent manner.

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INDEX

- A Academic Competition-Definition p. 3
Acceptable Answers p. 6
Advancement (See Tie Breaking Procedure)
Advisory Committee p. 1
Attire (See Penalties)
- B Blitz p. 6
Bonus Questions p. 5
Breakdown of Questions p. 7
Breaks p. 9
- C Calculations pp. 3, 4, 5, 7, 8, 15, 20
Calculators p. 3
Categories for Questions p. 7
Cheating (See Penalties)
Committee (See Advisory Committee)
Conduct, Unsportsmanlike (See Unsportsmanlike Conduct)
- D Duties of Officials, pp. 12-21
- E End of Game Procedures p. 10
- F Flood (See Blitz)
- G Game Format, General p. 3
Game Rules, p. 3
Guidelines:
 - For Officials p. 13
 - For Judges Panel p. 13
- I Interpreters (See Rules Interpreters)
Interrupt pp. 4, 5, 6, 14, 20
Irregularities p. 8
- J Judges Panel (See General Guidelines)
- M Malfunctions (See Irregularities)
Moderator Duties p. 14
MSHSAA Contact Info p. 1
- O Officials pp. 10, 12-21
Official Score p. 11
- P Penalties p. 10
Protests pp. 9, 16
- Q Questions p. 3
Questions per quarter p. 7
- R Rebounding p. 5
Replacement Questions p. 8
Restrictions on Questions p. 8
Rules Interpreters p. 1
Rules Meetings p. 2
- S Score (See Official Score)
Scorekeeper Duties pp. 18-19
Scratch Paper pp. 3, 14, 17
Seeding (See Tie Breaking Procedure)
Significant Answer pp. 3, 4, 20
Spotter Duties p. 17
Substitutions p. 8
- T Tie Breaking Procedure p. 11
Time-Outs pp. 8-9
Timer Duties pp. 20-21
Timing of Questions p. 4, 5, 6
Toss-Up Questions p. 3
- U Unsportsmanlike Conduct p. 10
Uniforms (See Attire, Penalties)

INDEX

- A Academic Competition-Definition p. 3
Acceptable Answers p. 6
Advancement (See Tie Breaking Procedure)
Advisory Committee p. 1
Attire (See Penalties)
- B Blitz p. 6
Bonus Questions p. 5
Breakdown of Questions p. 7
Breaks p. 9
- C Calculations pp. 3, 4, 5, 7, 8, 15, 20
Calculators p. 3
Categories for Questions p. 7
Cheating (See Penalties)
Committee (See Advisory Committee)
Conduct, Unsportsmanlike (See Unsportsmanlike Conduct)
- D Duties of Officials, pp. 12-21
- E End of Game Procedures p. 10
- F Flood (See Blitz)
- G Game Format, General p. 3
Game Rules, p. 3
Guidelines:
 - For Officials p. 13
 - For Judges Panel p. 13
- I Interpreters (See Rules Interpreters)
Interrupt pp. 4, 5, 6, 14, 20
Irregularities p. 8
- J Judges Panel (See General Guidelines)
- M Malfunctions (See Irregularities)
Moderator Duties p. 14
MSHSAA Contact Info p. 1
- O Officials pp. 10, 12-21
Official Score p. 11
- P Penalties p. 10
Protests pp. 9, 16
- Q Questions p. 3
Questions per quarter p. 7
- R Rebounding p. 5
Replacement Questions p. 8
Restrictions on Questions p. 8
Rules Interpreters p. 1
Rules Meetings p. 2
- S Score (See Official Score)
Scorekeeper Duties pp. 18-19
Scratch Paper pp. 3, 14, 17
Seeding (See Tie Breaking Procedure)
Significant Answer pp. 3, 4, 20
Spotter Duties p. 17
Substitutions p. 8
- T Tie Breaking Procedure p. 11
Time-Outs pp. 8-9
Timer Duties pp. 20-21
Timing of Questions p. 4, 5, 6
Toss-Up Questions p. 3
- U Unsportsmanlike Conduct p. 10
Uniforms (See Attire, Penalties)



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