

Gallaudet University Academic Bowl

Moderator's Duties 2005

1. Introduce yourself and ask players to introduce themselves before each match.
2. Be friendly and respectful to students and coaches.
3. Sign clearly as possible.
4. Wear solid, contrasting colors. Dress professionally.
5. Manage the flow of the match. Set a good pace, not too fast, or too slow
6. Stand where you do not block view of the questions.
7. Remind audience to be quiet, visually and audibly. No cell phones or pagers, or other electronic devices may be used in the competition rooms. A bag will be provided for students and coaches' pagers during the competition.
8. No photographs during competition, but anyone can during the breaks or before/after the match. The only exception is the official Gallaudet photographer.
9. Check to be sure all volunteers are ready before proceeding.
10. Call for Questions and Answers from PowerPoint operator.
11. Recognize the Buzz-ins.
12. Acknowledge objections, and note they will be discussed at end of the round.
13. Check with scorekeeper to be sure time is set correctly for bonus questions, round two questions, final round and two-minute break.
14. If a back-up question needs to be used, inform the team that the judge and room coordinator will make a note of the category and find a back up questions in that category. The question will be played at the end of that round
15. Remind the teams that they must buzz first and write second for all non-math questions in round one. Answer is not allowed to be shown if the student writes before buzzing. This applies to rebound answers also.
16. When the math category appears, remind students to do calculations and circle answer, if necessary, *before* buzzing –in. Answer is not allowed to be shown if student writes after buzzing in on math question.
17. Math answers must be circled when there are calculations on the page. Circling the answer is not necessary for one-word answers or where the number(s) written are the only answer.
18. Also for math category, if team A buzzes in with their answer, encourage Team B to continue working if there is time left on the clock. If Team A is incorrect, Team B can show their answer if the time has not expired.
19. Answer sheets for Round One and Round Two must always be used horizontally. Answers will not be shown if players have used the paper vertically.
20. At the end of each round, inform team and coaches they have 2 minutes for discussion before the next round begins.
21. Remind coaches to substitute players at least once during a match and announce substitutions to the audience before the next round begins.
22. Before the final round, if the room arrangement permits, teams may move their chairs around the table so that they can face each other when answering the questions.
23. Before the final round begins, the moderator will open two envelopes with sets of answer sheets and place one set face down on the table for Team A and another set face down on the table for Team B.
24. Remind students to read directions carefully and follow directions exactly as stated.
25. For Final Round, ask proctors to show the answer to question one for both teams. The judge will respond with "yes" "no" as in Round 2. If a team had it correct, check with the scorekeeper to be sure the points are added to that team. Continue in the same manner with question number 2 through 10 (or 15 for the championship match).

yes

no