1. Moderator introduces the Officials Team, asks Teams to test buzzer system and introduce themselves, asks coaches & alternates to stand and introduce themselves. Reads from Moderator Preamble & “Important Rules.”

2. Moderator then begins the first 6-minute buzzer segment by reading the first toss-up question.

3. Timekeeper begins the clock once the Moderator has identified the format of the first question. Note: If a challenge is called, Moderator or Rules Judge calls stop the clock & Timekeeper stops, then restarts the clock when challenge is resolved.

4. Rules Judge, standing at front of room, facing audience, watches team and audience for any inappropriate interaction/behavior. Listens for any violations of competition rules. May call “stop the clock” to point out or resolve any rules violations.

5. Runner is posted at the back of the room, near the door. Allows no entries to competition room and monitors any disturbance from outside. Assists Rules Judge, watching for any inappropriate interactions/behavior.

6. As points for each question are awarded to a team, the Scorekeeper records points into both Running Tally & Cumulative Tally columns of the score sheet overhead.

7. The first buzzer segment is over when time is up (6 min.) or allotment of toss-up questions (10 pairs) have been read. Rules Judge collects all Team scratch papers from teams.

8. Moderator then announces Team Challenge Questions (TCQ) & reads the TCQ Instructions & Rules. Science Judge has 1st TCQ packet, removes Moderator copy, passes the rest to Rules Judge.

9. Rules Judges walks behind the Teams, handing out Student Copies of 1st Team Challenge Question, face down before each competitor. Then, hands Score Keeper the transparencies.

10. As Rules Judge is handing out TCQ to Teams, Moderator reads: Time allotted. Instructs teams to write School Name, Round #, and Room # on back of the answer sheet.

11. Timekeeper sets timer for appropriate time & begins timing once Moderator says “BEGIN.”
   a) Students turn over pages and work on question until “TIME” is called.
   b) Scorekeeper puts TCQ question transparency on overhead for audience to read (be sure this is the question only!)
   c) Time Keeper calls 45 seconds, 15 seconds & Time.

12. At the end of TCQ time, each Team Captain hands in one answer sheet to the Rules Judge.

13. Room Runner #1 takes first TCQ answer sheets to Grading Room, then returns to the Match room.

14. Rules Judge collects all extra answer sheets and used scratch papers. Put into TCQ envelope.

15. Science Judge has 2nd TCQ packet, gives the Moderator their copy, passes the rest to Rules Judge. Rules Judge hands out 2nd TCQ, face-down before each player, then hands Score Keeper the transparencies. Moderator reads: Time allotted. Instructs team to write School Name, Round #, and Room # on back of the answer sheet.

16. Timekeeper sets timer for appropriate time & begins timing once Moderator says “BEGIN.”
   a) Students turn over pages and work on question until “TIME” is called.
   b) Scorekeeper puts TCQ question transparency on overhead for audience to read (be sure this is the question only!)
   c) Time Keeper calls 45 seconds, 15 seconds & Time.

>>more
17. At the end of time, Team Captain hands in one answer sheet to Rules Judge.

18. Room Runner #2 takes second TCQ answer sheets to Grading Room immediately. Waits for TCQ scoring sheet.

19. Rules Judge collects all answer sheets and used scratch papers. Put into TCQ envelope.

20. Upon completion of 2nd Team Challenge question, the Moderator begins the 2-minute break. Timekeeper sets clock.

*Scorekeeper or Science Judge puts TCQ answers up on overhead for team & audience. Science judge may review the grading rubric, time permitting, but there are no challenges to TCQ graded answers.

*Members of competing teams (including Coach & Alternate) may not leave the room. Rules Judge monitors.

*Any observers returning to or entering the competition room during the match break may NOT speak with the competing team members. Rules Judge monitors.

21. Second half does not begin until after the Room Runner #2 returns with the TCQ score sheet from Graders, gives it to the Science Judge.

22. Science Judge shares the scores with Scorekeeper who turns off the overhead projector. Scorekeeper records the points awarded to appropriate team in both Running Tally & Cumulative columns of the score sheet overhead. Check the math. Turn light back on.

23. Science Judge announces the TCQ scores results. Scorekeeper announces team totals.

24. Moderator begins 2nd 6-minute buzzer segment, continues reading questions where they left off.

25. Timekeeper begins the clock once the Moderator has identified the format of the first question.

26. Rules Judge, standing at front of room, facing audience, watches team and audience for any inappropriate interaction/behavior. Listens for any violations of competition rules. May call “stop the clock” to point out or resolve any rules violations.

27. Runner is posted at the back of the room, near the door. Allows no entries to competition room and monitors any disturbance from outside. Assists Rules Judge, watching for any inappropriate interactions/behavior.

28. As points for each question is awarded to a team, the Scorekeeper records points into both Running Tally & Cumulative Tally columns of the score sheet overhead.

29. When time is up or all allotted toss-up questions are read, the 2nd buzzer segment is over and the match is over. The scorekeeper announces the final team scores. Rules Judge collects all Team scratch papers.

30. IMPORTANT TASKS at the end of the Match:

*Moderator completes official paper score sheet, both Team captains sign it. This score sheet is clipped to the outside of the TCQ Packet.

*The Overhead scoresheet, all extra TCQ sheets and Overheads, student scratch papers go into the packet, mark with Round # & Room #.

31. Room Runner returns final packet to the Head Scorekeeper at Crab Pot Central where scores are entered and team placings are determined. Then, returns to their Match room.

32. Team of Officials reset the competition room for next Match assignment. OR, if last match in that room, officials pack buzzer system & supplies box and return them to Crab Pot Central.