



**NATIONAL SCIENCE BOWL**<sup>®</sup>  
*a competition like no other . . .*

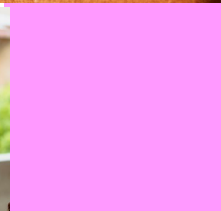


U.S. DEPARTMENT OF  
**ENERGY**  
Office of Science



**Training  
Guide**

**Volunteer  
Roles**



# The Volunteer Roles: Everyone plays a vital part!



Moderator

Question Judge



Scorekeeper



Rules Judge



Timekeeper



# MODERATOR – What do I do?

## Introductions

- Follow the outline on the official score sheet
- Ask the coaches to shake hands, introduce themselves, and sit together near the back of the room
- Identify who will be acknowledging the students

## Reading the Questions

- Announce whether it is a toss-up or bonus question
- Announce the question number
- Announce the question category
- Announce whether it is multiple choice or short answer
- Read the question
- If the question is interrupted, stop reading and say, “Interrupt”

## Who Won?

- Complete the official score sheet
- Ensure both team captains sign the score sheet

**Note:** At the end of each match, the official score sheet should be signed and placed in the corresponding round-numbered envelope. The packet should then, immediately, be taken to the score room by the Runner or official who will be going to the score room first.

## Keep in Mind .....

### Toss-Up

**Only Non-Verbal Communication among team members.**

### Bonus

**Verbal Consultation is allowed, but the captain must answer.**



## Minimum Requirements:

- Be able to articulate clearly and maintain a good pace
- Know and be able to apply all of the rules
- Read and review the questions prior to the event
- Have a college degree in math or the sciences

# QUESTION JUDGE – What do I do?

## Ensure that:

- The correct teams are in the competition room
- The moderator is reading questions from the correct round
- The moderator is reading the questions correctly (not skipping words, correct pronunciations)

## Control the buzzer system

- Wait to reset the buzzer system on toss-up questions until student has been verbally recognized

## Verbally recognize the students when they buzz-in on toss-up questions

- Identify students by announcing the team letter (A or B) and participant ID (1, captain, 2, 3), i.e., “A-3” or “B-captain” and THEN hit the reset button
- Do not wait to reset the buzzers – please reset as soon as the student is verbally recognized



## Challenges

- Request that clock be stopped during challenges
- At the National Finals: all challenges must be sent to the Appeals Room



- Challenge?**
- Ask timekeeper to stop the clock.

### Minimum Requirements:

- Be able to follow the competition flow
- Know and be able to apply all of the rules
- Read and review the questions prior to the event
- Have a college degree in math or the sciences

# SCOREKEEPER – What do I do?

- Complete the required information on the score sheet (team names)
- Understand where to place points --- Use a cumulative tally
- Scoring
  - Toss up questions = 4 points
  - Toss up Penalty = 4 points
  - Bonus questions = 10 points
  - Bonus Penalty = 10 points
- If a competitor **interrupts** the Moderator while a question is being read, and if the competitor answers incorrectly, then the opposing team:
  - Is awarded 4 points
  - Has the question reread
  - Has a chance to answer the toss up question, if still eligible (for an additional 4 points)
  - If the toss-up is correct, has a chance to answer the bonus question (for an additional 10 points)
- If a competitor buzzes in, and answers before being recognized (a **Blurt**), then the opposing team:
  - Is awarded 4 points (Note: if there is a blurt AND an interrupt, there is only ONE 4-point penalty)
  - Has a chance to answer the toss up question, if still eligible (for an additional 4 points)
  - If the toss-up is correct, has a chance to answer the bonus question (for an additional 10 points)
- At halftime
  - Announce the scores
- VERY IMPORTANT: At end of game
  - Announce the final scores



## Minimum Requirements:

- Be able to perform basic math skills quickly and accurately
- Be able to focus on the scoring in a competition setting
- Be comfortable standing as needed during competitions
- Be at least in eighth grade (depending on maturity)

## Responsibilities

- Stand in front of the room facing the audience
- Ensure that the rules are followed
- Ensure quiet
- Ensure that no one signals/communicates with the competitors. If communication does occur during a match, ask the person to leave the room (without causing undue duress – please)

## Warnings

- If a rule is broken, enforce the penalty right away – please do NOT give a warning

## Collect all used scratch papers

- from teams at the beginning of the match, at the half, and at the conclusion

## Ensure that the clock starts and stops at the appropriate times

- The clock should be stopped during discussions between officials, and between officials and students

## Electronic Devices

- No one in the room is permitted to use any electronic devices

## No one in the room may write anything during the matches

- Exception: coaches may mark the coach score sheets, if provided



## Challenge?

- Ask timekeeper to stop the clock

## Minimum Requirements:

- Know and understand all of the competition rules
- Be able to enforce the rules in a competition setting
- Be comfortable standing as needed during competitions
- Be at least a senior in high school (depending on maturity)

# TIMEKEEPER – What do I do?



- **The basics...**
  - It is very important to focus on the time – NOT the game – and whether a question is a toss-up or a bonus
  - At the National Finals, one match is composed of two ten-minute halves, with a two-minute break
- **To begin...**
  - The timekeeper starts the game clock when the moderator begins reading the first question
  - Begin timing as soon as the moderator finishes reading the question
- Students have **5 SECONDS** to **buzz-in to answer a toss-up question** after it has been completely read
  - After 5 SECONDS, announce “TIME!”
  - If the first team answers incorrectly, the second team has five seconds to buzz-in after the moderator says, “not correct”
- Students have **20 SECONDS** to **answer a bonus question**
  - After 15 seconds, announce “5 SECONDS!”
  - After 20 seconds have elapsed, announce “TIME!”
- **If there is a challenge, stop the clock**
- **Visual Bonus Questions (DE rounds 6-9 only):**
  - **30 SECONDS** to **answer a bonus question**
  - After 25 seconds, announce “5 SECONDS!”
  - After 30 seconds have elapsed, announce “TIME!”

Toss-up Question  
**5 Seconds = “TIME”**

Bonus Question  
**15 seconds - “5 SECONDS”**  
**20 seconds - “TIME”**

Challenge?  
• **Stop the clock**

## Minimum Requirements:

- Know and understand the timing rules
- Be able to focus on timing in a competition setting
- Be at least a junior in high school



**NATIONAL SCIENCE BOWL®**  
*a competition like no other . . .*

**We are doing  
this for the Kids!**

**Let's make this a  
Great Experience!**





# Thank You For Volunteering!



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