



SCHOLARS BOWL

2011-12 MANUAL



*an official
publication of the*

***Kansas State High School
Activities Association***

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*The official manual for high school
Scholars Bowl with information concern-
ing regulations and guidelines
for conducting a scholars bowl.*



SCHOLARS BOWL CHECKLIST

- ✓ September 9 Submit Regional Scholars Bowl Tournament Entry Fee Form to KSHSAA
- ✓ October 28 Submit 36 required questions for Scholars Bowl competition to KSHSAA
- ✓ January 27 Submit Regional Entry Form to regional tournament manager
- ✓ February 6 Submit State Entry Form to state tournament manager
- ✓ February 10 Send State Entry Form and entry fee to KSHSAA

IMPORTANT NOTICE

This manual is published for the 2011-12 school year. The entry forms for these competitions are found online at www.kshsaa.org. Schools not submitting their entries to the manager by the deadline date will be charged a penalty fee noted on the entry form.

2011-12 Scholars Bowl Question Validation Committee Meeting

Friday and Saturday, November 11 and 12, 2011 — KSHSAA Office

***Schools not submitting the required questions to the KSHSAA, will not be given a regional tournament assignment unless a double entry fee is paid.
(See page 7.)***

Projected Calendar Dates

SCHOLARS BOWL	SCW	2011-12	2012-13	2013-2014	2014-15	2015-16
Beginning Practice Date	7	8/15	8/13	8/19	8/18	8/17
Earliest Possible Competition	16	10/17	10/15	10/21	10/20	10/19
Regional Competition	31	2/2	1/31	2/6	2/5	2/4
State Competition	32	2/11	2/9	2/15	2/14	2/13

Scholars Bowl Coaches' Code of Conduct

As the coach of an activity which, by its nature, promotes academic excellence in the schools and which seeks to foster a climate of learning and scholarship through competition, I agree to support and abide by the following statements:

1. I agree to abide by all the rules and regulations for Scholars Bowl competition as stated in the *Handbook* and *Scholars Bowl Manual* of the KSHSAA.
2. I agree to both model and nurture a spirit of fair play and good sportsmanship for my students at all times.
3. I agree to discourage and curtail quibbling during competition on the part of my students. No extraneous comments or remarks should be directed toward teammates, opponents, or officials.
4. I agree to encourage my students always to award the benefit of the doubt both to the opponents and to the officials.
5. I agree to help my students understand that Scholars Bowl is an academic competition which can foster intellectual growth in all students.
6. I agree to teach my students to cooperate with one another and to offer encouragement to other teams to do their best. I believe that this not only promotes fair competition, it is also the essence of good citizenship.



KSHSAA Scholars Bowl Manual

FOREWORD

Scholars bowl competition on the high school level has been in existence for a number of years in Kansas, but it was not until 1986 that members of the Kansas Association Scholars Bowl Coaches approached the KSHSAA Executive Board seeking recognition of their group and asking for KSHSAA sanction of state championships.

The first regional and state scholars bowl contests sponsored by the KSHSAA were held in the spring of 1987. Over 200 schools participated at the regional level in three Classifications—6-5A, 4-3A and 2-1A. State champions in those Classifications were declared in March 1987. The KSHSAA Scholars Bowl program has grown to where there are six state championships and over 335 member schools participate.

We believe all the information necessary to carry on an effective program is contained in this *Scholars Bowl Manual*. **SECTION I** pertains to the organization and operation of regional and state championship bowls. General guidelines for managing a bowl are covered in this section. **SECTION II** covers guidelines for selection and the responsibilities of scholars bowl personnel. This section also contains instructions for writing scholars bowl questions. **SECTION III** offers detailed guidelines for managing a scholars bowl. This section should be of help to all schools hosting or attending a bowl, especially for the first time.

Please read this manual carefully and if you have any questions write to the KSHSAA immediately. All entry forms for regional and state championships scheduled for the current school year will need to be submitted online at www.kshsaa.org.

We appreciate your interest in and continued support of this program for Kansas schools, and welcome your suggestions for its improvement.

David Cherry
Assistant Executive Director

Gary Musselman
Executive Director

All changes in Scholars Bowl regulations, effective 2011-12,
are shown in reverse type.

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*I hear and I forget.
I see and I remember.
I do and I understand.*
—Chinese Proverb—

INTRODUCTION

KSHSAA Regulations for Administration of Scholars Bowl Events

Individual Eligibility

The provisions of KSHSAA Eligibility Rules shall apply to all pupils who participate in interscholastic scholars bowl activities. Rules governing these events are found in the *KSHSAA Handbook* under **Scholars Bowl Rule 51**.

RULE 51 SCHOLARS BOWL

Section 1—General Regulations (apply to grades 7-12)

Art. 1: A Scholars Bowl activity is defined as an academic contest in which subject matter of at least **three** of the five academic disciplines required by the State Board of Education for high school graduation are used for competition. **This activity features head to head academic team competition, quick response answers, time limits on questions and use of recognition systems by participants.**

NOTE: Language Arts, Social Studies, Mathematics, Science and Physical Education/Health are the current academic disciplines.

Art. 2: Students representing their schools in **scholars bowl competitions** shall be required to meet the same qualifications as those representing their school in all other interscholastic activities; i.e. grades, transfer, scholarship, etc.

Art. 3: It is recommended **scholars bowl competitions** be held on Saturday or after 3 p.m. C.T. on school days.

Section 2—Senior High Regulations

Art. 1: The Executive Board shall be responsible for setting up and arranging the criteria under which regional and state Scholars Bowl competition shall be administered.

Art. 2: Scholars Bowl season:

- a. School organized scholars bowl practice shall not begin prior to **Monday of Standardized Calendar Week #7**.
- b. Invitational Scholars Bowl tournaments shall not begin prior to **Monday of Standardized Calendar Week #16**.
- c. Scholars Bowl season shall close at the conclusion of the KSHSAA State Tournament during **Standardized Calendar Week #32**.

Art. 3: No student may participate in more than **eight Scholars Bowl competitions per year**, exclusive of regional and state. On those days when school time is used, only two competitions may start prior to 3 p.m. C.T.

Section 3—Middle/Junior High Regulations (none)

NOTE: *A ninth grade junior high school student may participate in senior high school scholars bowl contests with the approval of both principals, provided both schools are under the same board of education or school board. A student who does this shall be ineligible for further junior high school competition in the activity.*

Approval of Event

NASSP publishes an annual listing of approved competitions. This resource is available from your building principal and activities director or by calling KSHSAA. Please consult this list prior to committing to an event or competition.

Coaches with questions regarding the eligibility of student participants should first consult with their principal.

Coaches with questions regarding out of state competition or hosting competitions involving out of state schools should consult the *KSHSAA Handbook Bylaws, Article 14*.

Coaches should consult the *KSHSAA Handbook Rule 20, Awards* and *Rule 21, Amateur Status*.

Sanctions

Managers issuing invitations to out-of-state schools must apply for official sanction from the KSHSAA one month (30 days) in advance of their tournament. State associations will not grant permission for their schools to participate unless they receive approval from the KSHSAA. (*See KSHSAA Bylaws, Article XIV*.)

Scrimmages

KSHSAA policy excludes interscholastic scrimmages. **Rule 30, Section 1, Article 5** of the *KSHSAA Handbook* states: “Interscholar scrimmages (practices) in all activities shall be prohibited.”

Scrimmages against alumni and faculty are allowed provided no score is kept. Scrimmages against college or other non-school teams count as one of the schools allowed competitions if scores are kept.

Individual Awards — See *KSHSAA Handbook* — Awards Rule 20.

Scholars Bowl Interpretations

Question 1: May the members of the winning team in an invitational tournament or festival receive trophies or gifts?
Answer: No. Medals are the only type of individual recognition which may be given to the individual members of a winning team.

Question 2: May an individual student receive a trophy as the outstanding scholars bowl participant of the year?
Answer: No. **KSHSAA Awards Rule 20** sets forth guidelines for allowable awards. Please study **Rule 20** before presenting or accepting any individual awards, or any awards from outside agencies.

Question 3: May an outside agency give the outstanding scholars bowl participant of the year a trophy or gift?
Answer: No.

Question 4: May an outside agency give the school a plaque with a plate for the engraved name of the outstanding scholars bowl participant?
Answer: Yes, provided the plaque is given to and retained by the school.

Question 5: Does participation in a multi-day event like Quest count as one of the allowed number of competitions?
Answer: No, if the event is approved by the KSHSAA, it counts as one competition only if your school qualifies for the final rounds of head to head competition.

Question 6: May school teams participate in national championship tournaments?
Answer: No, unless approved by the NASSP on its advisory list of contests and activities and subject to compliance with KSHSAA regulations.

Question 7: May the school coach organize practice with the school teams over the summer?
Answer: No. School teams are limited to practice dates beginning Monday of Standard Calendar Week #7 and ending on the day of state tournament.

Question 8: May coaches be involved with students in trivia tournaments?
Answer: Yes. Tournaments of this kind do not meet the definition of Scholars Bowl under **KSHSAA Rule 51**.

REGIONAL/STATE

Scholars Bowl Entry Forms and Requirements

Appropriate forms are submitted via the online *Entry Forms*:

- Regional Scholars Bowl Tournament Entry Fee Form (mail with fee to KSHSAA in September)
- Regional/State questions (mail to KSHSAA in October)
- Regional Tournament Entry Form (due in January—**mail directly to regional manager**)
- State Tournament Entry Form (**mail to manager**) and State Entry Fee Form (**mail with fee to KSHSAA**)

Regional Scholars Bowl Tournaments

Regional Scholars Bowl Tournaments will be held Thursday, February 2, 2012. The regional sites, managers and assignments for each classification will be released in December on the KSHSAA website (www.kshsaa.org). **By action of the Executive Board, all regional tournaments on a school day will begin at 3 p.m. or later.** Three o'clock p.m. is interpreted as the time for competition to actually begin. Registration and information assemblies would take place prior to 3 p.m. (**Regional pools will be drawn by lot by the KSHSAA.**)

State Scholars Bowl Championships

State Scholars Bowl Championships will be held Saturday, February 11, 2012, starting at 12 noon. Tournament sites and managers for each classification will be released in December on the KSHSAA website: www.kshsaa.org.

SECTION I

Scholars Bowl Rules and Regulations

Coach and the Participating Teams

Schools participating in a scholars bowl can greatly facilitate their success by abiding with the following suggestions:

- A coach or other approved sponsor from the school should always accompany the team and should be present throughout the tournament.
- Student participants are not to wear hats, and they must dress and act responsibly, or be subject to disqualification.
- Last minute cancellations should be avoided since they cause great inconvenience to the host school.
- Coach and team members should each have a copy of the rules to study prior to the tournament.
- Do everything possible to arrive on time and stay within the schedule.
- **Tournament workers and participants from other schools should be treated with courtesy and respect.**
- Coaches procedural questions should be filed in the manner designated by the tournament rules and all discussions of appeals should be conducted in a professional and respectful manner.

UNNECESSARY APPEALS ARE DISCOURAGED

- If the tournament format involves using the same questions in more than one match, be careful about discussing questions in front of persons from other schools who may not have encountered those questions yet.
- Foster pride among team members for simply representing your school, regardless of the outcome of any match or tournament.

Spectator /Participant Conduct

Interested students, teachers, or parents may attend and observe, but no cheering, visual signaling nor audible conversation during the competition will be allowed. Any members of the audience causing any kind of disruption will be asked to leave by the room judge. Coaches may not communicate with team members in any way, or members communicate with coaches during the round in which they are competing. **Tournament Directors have the final authority to maintain proper atmosphere for the competition.**

Team Members

Schools must submit the appropriate roster forms from the KSHSAA website to regional and state tournament managers by the indicated deadline on the forms. Teams will consist of five members plus one alternate. **A minimum of three must compete in any round.** The alternate may be substituted between any round. The coach will designate a team captain for each round **and the team placard will be placed in front of the captain.** A school will be represented by a maximum of six individuals who will be registered at the beginning of the competition and will represent the school for the duration of the competition. **Accurate contestant nametags must be worn for the entire competition. Hats may not be worn during competition.**

Following regional competition, substitutions will be allowed for state competition.

•••••
 • **PROMPTNESS IS REQUIRED** •
 • *Tournaments will start at the scheduled time.* •
 • *The room judge will decide if a team has forfeited a round for tardiness.* •
 •••••

Categories

There will be sixteen questions per round. These sixteen basic questions will be taken from the following seven categories:

- World Language** The same expression must be written in French, German and Spanish (**IN THAT ORDER**).
- Social Studies** Geography; Economics; World Government; US Government; World History; US History; Psychology
- Language Arts** American Literature; British Literature; World Literature-Russian, French, Latin American; Grammar & Usage; Spelling & Vocabulary; Religion-Bible, etc.; Mythology-Greek, Roman, Norse, Egyptian, etc.
- Mathematics** Algebra; Geometry; Trigonometry; Calculus; Probability & Statistics; Misc.
- Science/Health** Chemistry; Physics; Biology; Earth/Space Science.
- Fine Arts** Composers/Artists; Definitions; Works/Compositions; Philosophy; Dance/Theater; Misc.-Woodworking, Textiles, Architecture.
- Year in Review** Government (US & World); Science, Technology & Health; Business & Finance; Entertainment & Sports; General News (US & World); Obituaries.

Rules of Play

- 1) Scoring:** A player who states an answer which is accepted as correct earns 10 points for his or her team. If the moderator is interrupted by a team buzzing in before the question is read completely, and the player who is recognized gives an incorrect or unacceptable answer, the team will lose 5 points. The moderator will then reread the question in its entirety for the second team. However, if that team also buzzes in before the moderator completes the question, and they give an incorrect or unacceptable answer, they will not lose 5 points.
- 2) Timing:** Teams will have 10 seconds to buzz in from the time the moderator finishes the question, except for certain questions from math and science. All exceptions to the 10-second time limit will be noted by the moderator. All math/science questions needing pencil and paper computation require a minimum 30-second time limit, and may take up to 120 seconds, as noted for each individual question.

If the team which buzzes in without interrupting gives an incorrect or unacceptable answer, the opposing team will have the remaining time according to the stated time for that question, plus five seconds, to buzz in. When the first team buzzes in before the question has been read completely, and does not give an acceptable answer, the second team will then have 10 seconds to buzz in after the question has been reread for them.

Time for the second team begins when the moderator announces the first team's answer is incorrect or unacceptable.

- 3) Proper buzz-in procedure:** Teams may buzz in to answer a question at any time after the moderator begins reading or displaying it. A team member must wait to be recognized by team and position before answering. If a player states an answer without being recognized, if the wrong player answers, or if two or more players respond simultaneously, the moderator must say "I can't accept that answer," and turn to the other team, if it has not yet had a chance to respond to the question. Striking a teammate's buzzer requires the other player, whose buzzer signaled, to give the response.
- 4) Hesitation:** If a team member, after being recognized, hesitates or stalls, the moderator will warn him or her to answer the question after three seconds. If the person does not answer the question immediately after the warning, it will be counted as an incorrect response.
- 5) Consultation:** Team members may consult orally and in writing until a member of their team buzzes in. If a team continues to consult after buzzing in, no answer from that team can be accepted as correct. Members of other team may continue to consult after their opponents buzz in, until they buzz in themselves.
- 6) Acceptability of answers:** The first answer given by a team member will be the one taken as the answer, whether correct or incorrect. All answers must be given in the English language. Last names are acceptable unless otherwise specified by the moderator. If a player states the correct answer, but mispronounces it, the response will be accepted if, in the opinion of the judge, the player's attempted pronunciation represents a reasonable phonetic possibility based on the way the word is written. This provision must not be used to create an argument for acceptance of a mispronunciation that demonstrates lack of knowledge of the correct answer.
- 7) Moderator/Judge/Question error:** If the moderator misreads a question, but the error is discovered before either team buzzes in, the question will be reread correctly from the start. If a question is misread to the extent that, in the opinion of the judge, the error prevents a fair opportunity for both teams, the question must be discarded, and a replacement question in that category will be read.

The judge may also order a replacement question for both teams if he or she determines that the content of the question or the stated answer is defective, or if some other error has occurred for which a replacement question is a fair remedy to both teams. A replacement should not be ordered simply because a player disagrees with the correctness of the answer.

If the answer to a valid question is prematurely revealed by a moderator or judge, before the second team has a chance to answer, a replacement question will be read for the second team only.

- 8) Use of writing instruments:** The use of paper and pencil will be allowed in all question areas until the team buzzes in to answer. This rule does not require that writing instruments be specifically placed on a desk or table, but any continued use will result in the team's answer being disallowed.
- 9) Unanswered questions:** If no one presses the buzzer within the stated time limit for a question, or if neither team is able to give an acceptable answer, the correct answer is revealed by the moderator, no score is awarded, and no replacement question is given.
- 10) Special issues for math:** Teams must state answers to mathematical problems in the lowest numerical form. A question requiring conversion of units must have the units included in the answer or the answer will be incorrect:

Illustration: Units not required: How many feet are there in 2 miles? (A: 10,560)

Units required: What is the area of a rectangle with a length of nine feet and a width of seven feet?
(A: 63 sq. ft. or 63 ft. squared)

- 11) Procedure for appeals by captain:** The team captain may ask the moderator for a judge's decision on an answer, or may raise an inquiry or a protest on a procedural matter, but must do so before the next question is started. A team captain can defer temporarily to another team member to explain the challenge, but the captain should control the discussion for

that team. If it is a procedural matter, the moderator should ask the challenging team captain or designee what incorrect procedure occurred, a suggested remedy, and then ask the same of the other team's captain. While a challenge is being decided in or out of the room, the captain and teammates should not interact (verbally or non-verbally) with the coach, other team members in the audience, or audience members. The moderator should maintain an orderly presentation of the challenge, giving both captains an opportunity to express an opinion prior to a decision being made. Under no circumstance should the judge and moderator leave the room at the same time; room workers should maintain a conduct that is appropriate for competition while the play is suspended.

12) Procedure for appeals by coaches: The coach may not speak to any inquiry or protest issue during the course of the round, and coaches may not challenge the content of questions, answers, or a judge's final decision on an answer. Coaches have the right to question a procedural matter after a round. Immediately following a round, and before the scoresheet is signed by the captain, the coach should discuss the issue with the room judge who will contact the tournament director. The review committee may be assembled if the tournament director deems it necessary. (See Section I, Item #5, Organization, Review Committee)

Coaches' procedural questions should be filed orally following the completed round. All discussions should be conducted in a professional and respectful manner. Tournament managers, review committee members and coaches of schools involved in the match in question should be present to discuss the procedural question. The Review Committee has final authority to decide the issue.

When a panel of judges is used outside the competition room, and a challenge is made concerning a question, the head judge in the room will write out the challenge, read it back to the teams and then submit it to the panel of content judges. Points for the question will be withheld until the panel rules, and play is suspended until the challenge is resolved. During the suspension of play, competing teams should not have dialogue with the coach, other team members in the audience or other audience members.

UNNECESSARY APPEALS ARE DISCOURAGED

ALL APPEALS MUST BE RESOLVED AT THE TIME THEY ARE FILED

SAMPLE

<i>CHALLENGE CARD</i>	
<u>Room</u>	<u>Round No.</u>
<u>Nature of Challenge:</u>	

Head Room Judge Signature	
<u>Panel's Decision:</u>	

Scoring

An answer correctly given is worth ten (10) points. An incorrect answer is zero (0) points. An incorrect answer given when interrupting the moderator results in a five (5) point deduction, only for the first team.

During each round, there will be one question each from the Year in Review and World Language categories, two from Fine Arts and three questions from each of the other categories.

Electronic Communication Devices

Use of electronic communication devices is prohibited. Participants may not use cell phones or other electronic communication devices during tournament play. **When specators enter competition rooms, all electronic devices must be turned off.**

Procedures for Visuals and Signaling Systems

Pencil and paper will be provided for each team, but **calculators will not be allowed.**

Prior to each round a buzzer and visual check should be completed to assure equitable competition.

Visuals will be provided where necessary. They are to be printed on 12 x 18 inch white paper, which will be held up at the appropriate time in such a manner that they can be easily viewed by members of both teams.

When a buzzer sounds, the visual is to be turned downward immediately, and time stopped. If the answer given is incorrect, the visual is again shown to the second team and time restarted. The second team has the remaining time plus five seconds in which to respond.

OVERHEAD TRANSPARENCIES ARE NOT TO BE USED. 12 x 18 inch poster board cards, clearly written, are the approved method of providing visual cues.

Breaking Ties—In a Round of Competition

In the event of a tie at the end of the round, tie-breaker questions will be given until one team answers correctly or a team interrupting the moderator answers incorrectly. Tie-breaker questions may come from any of the six categories and are selected by a random draw by the moderator from the seven subject areas listed on page 26, and will be replaced after each draw. Points earned in a tie-breaker will be included in determining final standings.

Breaking Ties—For Qualification to the Finals Round

At the conclusion of round robin (preliminary) competition, the top three teams advance to the final round. Any ties for the top three positions must be broken for purposes of seeding the finals round.

Use the following tie-breaking procedures to determine first-, second- and third-place semifinal qualifiers:

Note: At any time, if a step in the tie-breaking procedure reduces the number of tied teams to two, head-to-head protocols are employed.

Two Teams Tied:

1. The tie is broken by determining which team won when they met during the round-robin.

Three Teams Tied:

1. Determine the win-loss record among the tied teams using only the matches among the tied teams in the round-robin. If one team has beaten the other two, it places first.
2. If all three teams are tied with 1-1 records, margins of victory within the matches mentioned above are used. Margin of victory counts as (+) points for the winning and (-) points for the loser. See the examples below.
3. If all three teams have an equal margin of victory (which would be 0), then total points within the matches mentioned above determine the order.
4. If all three teams have an equal total points within the matches, then an additional set of matches in which each team plays the other two must be played to determine placement.

Four or More Teams Tied:

1. Determine the win-loss record among the tied teams using only the matches among the tied teams in the round-robin.
 - a. If there is an even number of tied teams, it is impossible to have all teams with equal records, therefore, after this step, follow appropriate procedure listed above for each subgroup.
 - b. If there is an odd number of tied teams, it is possible that the records can be exactly the same. If that occurs, go to margin of victory within the group and follow procedures shown above once subgroups are formed. If all tied teams have the same margin of victory, then go to total points as per above.

Remember: After applying the whole step and a team or teams “drop out” of the tie (but still cannot break the tie), then the procedure restarts with the remaining tied teams.

Examples: (for all examples, the teams listed have identical pool records)

Two Teams:	Team A 70, Team B 50	Correct Order: Team A would be placed above Team B												
Three Teams, Step 1:	A 70, B 50 A 60, C 50 C 40, B 30	Correct Order: Team A (2-0), followed by Team C (1-1) and Team B (0-2) in order.												
Three Teams, Step 2:	A 70, B 50 C 60, A 50 B 40, C 30	<table border="0"> <tr> <td>A = +20</td> <td>B = -20</td> <td></td> </tr> <tr> <td>A = -10</td> <td></td> <td>C = +10</td> </tr> <tr> <td></td> <td>B = +10</td> <td>C = -10</td> </tr> <tr> <td>Net: A = +10</td> <td>B = -10</td> <td>C = 0</td> </tr> </table> Correct Order: Team A, Team C, Team B	A = +20	B = -20		A = -10		C = +10		B = +10	C = -10	Net: A = +10	B = -10	C = 0
A = +20	B = -20													
A = -10		C = +10												
	B = +10	C = -10												
Net: A = +10	B = -10	C = 0												
Three Teams, Step 3:	A 70, B 50 C 60, A 40 B 50, C 30	Correct Order: Team A (total Pts: 110), Team B (total Pts: 100), Team C (total Pts: 90)												
Four Teams:	A 70, B 50 C 60, D 30 A 50, C 40 D 50, B 40 D 40, A 30 B 70, C 40	Correct Order: D (2-1, beat A), A (2-1, lost to D), B(1-2, beat C), C (1-2, lost to B)												



SECTION II

Scholars Bowl Essentials—Personnel and Questions

Selection Guidelines and Responsibilities of Scholars Bowl Personnel

Neither a member school nor an approved school shall take any action to prevent a judge from officiating a contest because of the judge's race, sex, religion or national origin. Neither shall a member school or an approved school participate in a contest for which a judge has been excluded from officiating because of the judge's race, sex, religion or national origin.

Moderator

The job of moderator is so vital to the scholars bowl program that the KSHSAA has adopted a recommendation to “work toward the establishment of an ‘approved’ list of moderators for use at regional and state competition.”

Among the qualifications which should be looked for in selecting a moderator are:

- good speaking voice
- confidence and poise
- solid general educational background
- careful and accurate pronunciation
- time to prepare in advance by familiarizing oneself with procedures and questions
- ability to exude a positive attitude which also encourages competitors to do their best

To effectively perform the job, a moderator should:

- **Review the questions at least one week prior to the day of the contest to assure the validity of both question and suggested response and to check for equally acceptable alternate answers**
- Review the questions before the day of the contest to assure an understanding of the questions and enable himself/herself to correctly pronounce all terms employed
- Allow for testing of buzzers before each match
- Re-state the basic rules before each first-round match
- Read at a comfortable and constant rate; maintain an impartial attitude
- **Be prepared to stop reading as soon as a signal is received** that a competitor is ready to give an answer (continuing to read beyond that time gives an unfair advantage)
- State when penalty points are to be deducted, as for an incorrect answer which interrupted the question
- Use good judgment to determine when a question should be re-read for clarity
- Listen carefully to answers given to assist the judges
- Remember not to give an answer before the other team has had an opportunity to respond in the event of an incorrect answer by the first team
- Before reading each section of questions, **state the category from which the questions will come**. Example: “The next three questions will be from the area of Social Science”
- Before reading a tie-breaker question announce the category from which the question comes
- As stated on page 10 of this manual, when visuals are used in any round, the moderator (or person handling the visuals) should do so in such a way that they are not displayed prior to the viewing of them by both teams. When the visuals are shown to the teams, they should be held in such a way as to be easily visible to both teams
- Always state the correct answer before going on to the next question
- Help monitor crowd behavior, with special attention to distracting noise, inadvertent answers from the audience, or coaching from spectators
- Assist in the enforcement of rules concerning teams’ behavior, such as illegal consultation
- Ask judge for decision if answer varies from printed questions
- **Announce the final score and the end of the round.**
- Re-reading a question if a team buzzes in and answers incorrectly.

Judges

The scholars bowl judge is the equivalent of the sports official. The judge will be called upon to make immediate rulings, some of which will be absolutely impossible to anticipate. It is therefore necessary that judges are both thoroughly prepared to discharge their responsibilities and also temperamentally inclined to decision-making.

Each room where competition is being held needs a judge to rule on questions of rules, acceptability of certain answers, and protests. If he/she has the sole responsibility for judging, then he/she must make judgment calls to the best of his/her ability. If a panel of subject judges are available, situations may arise where they ought to be consulted in matters pertaining to their expertise.

To effectively perform the job, a judge should:

- **Review the questions at least one week prior to the day of the contest to assure the validity of both question and suggested response and to check for equally acceptable alternate answers**
- Review the questions before the day of the contest to assure an understanding of the questions and enable himself/herself to correctly pronounce all terms employed
- Review the rules which the judge will be expected to enforce
- Act decisively when problems arise; trying to be too “nice” or prolonging decisions leads to further problems and challenges
- Act impartially and consistently
- **Be prepared to make rulings on questions in all subject areas. The judge does not have to justify his/her decision**
- **Rule on all appeals at the time they are filed by captains or coaches**
- Help monitor crowd behavior, with special attention to distracting noise, inadvertent answers from the audience or coaching from spectators
- Be consistent in the degree of strictness with which answers are accepted or rejected, for instance, in the mispronunciation of names
- Keep track of tie-breaker or replacement questions which have been used and communicate that information to tournament manager after each round.

Official Scorekeepers

To successfully perform the job, the scorekeeper should:

- Make an official announcement at the end of the round of the final score
- Carefully study in advance all scoring rules. Ideally, a practice round which can be scored in progress should be held on some occasion prior to the tournament
- **Use a score sheet** which can be read in such fashion as to clearly reconstruct the running score after the round has been completed; this would include use of separate columns or some similar method to distinguish between the scores of each team, and recording questions where neither team scored
- Score not only each individual question, but keep an accurate running score
- Check the accuracy of any visible scoring display as the match proceeds
- **Be especially careful in situations involving penalty points subtracted from a score; this is where most scoring mistakes are made**
- **Halt action immediately if there is any question concerning the scoring.**

Room Scorekeepers

- Be a responsible student or adult (non-participant in competition)
- Carefully study scoring rules
- Keep an accurate running score
- **Maintain a visible score for each team in the round.**

Timers

To be effective as a timer the person should:

- Start the clock immediately upon the moderators completing the question
- Be a responsible student or adult (non-participant in competition)
- Be attentive and alert to the moderator
- Reset clock only when a question has been completed
- Stop the action immediately if there is a problem with the timing mechanism
- Speak in a firm, clear voice.

INSTRUCTIONS FOR SCORERS AND TIMERS

Scorer Reminders

- + 10 Points** Any correct answer
- + 0 Points** An incorrect answer when the question was read in its entirety
- 5 Points** An incorrect answer given and the moderator was interrupted before completely reading the question

Timer Reminders

1. Teams will have 10 seconds to answer the question.
2. Time begins when the moderator has finished reading the last syllable of the last word of the question.
3. If the moderator is interrupted before the question is read completely and the team gives an incorrect answer, **THE MODERATOR WILL READ THE QUESTION IN ITS ENTIRETY AND THE OTHER TEAM WILL HAVE 10 SECONDS TO ANSWER.**
4. Listen closely to the moderator for time limits on math and science questions.
Time limits will range from 10 to 120 seconds.
5. Time stops when the buzzer first sounds.
6. When visuals are used, time starts when the visual is displayed to both teams.
Time stops when the buzzer sounds.
7. If the first answer given is incorrect, the other team has **the remaining time plus five seconds.**
(Time begins when moderator has said "That is incorrect.")

Rules for Question Submission

All questions MUST be submitted online. The process to submit Scholars Bowl questions is located behind the secure school section of the KSHSAA website. You will need to log-in to your KSHSAA School's web page using your Coach's User ID and password or Administrative User ID and password.

Once logged in, the interface to submit your questions is located under the "Activities" link at the top of the page, then scroll down to Scholars Bowl and click on "Question Submission". Please ask your activity director for assistance if needed or contact the KSHSAA office.

As a prerequisite for a Regional Assignment each school must submit five questions in each of the following seven categories:

(Please list questions by category and area, i.e.: Social Studies — Kansas History)

World Language	The same expression must be written in French, German and Spanish (IN THAT ORDER).
Social Studies	Geography; Economics; World Government; US Government; World History; US History; Psychology
Language Arts	American Literature; British Literature; World Literature-Russian, French, Latin American; Grammar & Usage; Spelling & Vocabulary; Religion-Bible, etc.; Mythology-Greek, Roman, Norse, Egyptian, etc.
Mathematics	Algebra; Geometry; Trigonometry; Calculus; Probability & Statistics; Misc.
Science/Health	Chemistry; Physics; Biology; Earth/Space Science.
Fine Arts	Composers/Artists; Definitions; Works/Compositions; Philosophy; Dance/Theater; Misc.-Woodworking, Textiles, Architecture.
Year in Review	Government (US & World); Science, Technology & Health; Business & Finance; Entertainment & Sports; General News (US & World); Obituaries.

IMPORTANT CONSIDERATIONS regarding Scholars Bowl Questions

- The quality of regional and state competition is directly affected by the quality of questions submitted.
- Please submit questions of appropriate content and difficulty for Regional and State Competition.
- Questions should be based on curriculum.
- Avoid trivia questions.
- No copyrighted questions please.
- Please avoid utilizing these questions throughout the regular season for practice or competition. This will enhance the integrity of Regional and State Tournaments.
- Before submitting, ask yourself, "Is it reasonable to expect students to know the answer to this question?"
- Make certain all questions are worded clearly and that answers are complete and correct.

EXAMPLE OF ONLINE GOOD QUESTIONS

World Language

Question:

She eats an apple every day with her breakfast.

French:

Elle mange une pomme chaque jour avec son petit déjeuner.

German:

Sie isst einen Apfel jeden Tag mit ihrem Frühstück.

Spanish:

Ella come una manzana cada día con su desayuno.

Mathematics

Question:

What is the derivative of $3x$ to the 4th power - x cubed + $5x$ squared - $4x + 1$?

Answer:

$12x^3 - 3x^2 + 10x - 4$

Area: Algebra

Time: 30 sec.

Note: Schools not submitting questions must pay a penalty (double entry fee) before being assigned to a regional tournament.

All questions must be proofread and checked before submitting them for Scholars Bowl competition. Please check spelling, grammar and accuracy. We suggest a faculty team proofread and double-check questions and answers in lieu of one person assuming sole responsibility.

Use these guidelines for your 35 questions (five per category)

(Include adequate time limits for computational problems)

- Don't ask a question which states just two possibilities for an answer such as, "yes or no," "true or false," or "either/or," etc.
- Do not use any multiple choice questions.
- Do not ask for more than a two or three part answer for any one question.
- Make the question as unambiguous as possible. Strive for clarity and simplicity.
- Don't have more than one or two possible answers, particularly in the areas of math and science. Your question should be specific and clear. If more than one answer is possible, be sure to give each.
- Use a "question word" or verb such as: identify, state, list, name, etc., at the beginning of the question whenever possible. Get straight to the point. This will cue students to what is being asked for and will enable them to listen to the rest of the information.

Example of a poorly written question:

"An art form that uses everyday objects as its subject is called _____."

Example of a well-written question:

"What is the frequency of the third harmonic of a 300 hertz tone?"

In the first example, the student must wait to hear what is called for. In the second, the student will know what is requested and can listen to the information in the rest of the question.

- Write the question keeping in mind students should be able to answer within a ten-second time limit. In some instances, particularly in math and science, questions may require more than ten-seconds to answer. Remember to indicate the extended time limit in the upper left-hand corner of the card. Be liberal with the amount of time assigned for math and science questions. It is better to assign too much time than not enough.
- Do not write long questions with a lot of background information or long quotes.
- Do not ask for obscure information. Draw your questions from the normal curriculum for that particular subject at your school. Use your textbooks or old tests which contain questions you know were successful in the past.
- Ask yourself, "Could this question appear on a classroom test in this high school?"
- Include all possible correct answers.

SECTION III

Guidelines for Hosting a Scholars Bowl

As the number of Kansas schools competing in scholars bowl activities is increasing rapidly, the demand for well-conducted competition opportunities is growing proportionately. Many of the schools which are relatively new to this type of activity find it difficult to make their way onto the lists of schools invited to established events. One of the surest ways to start receiving invitations is to host some sort of scholars bowl competition yourself.

A school's initial venture into hosting a scholars bowl need not be intimidating to the sponsor. Formats of sufficient variety and flexibility are available to fit any given set of time, space and experience conditions at your school.

The following comments and suggestions are designed to anticipate some of the circumstances and decisions which face the host of a scholars bowl event. Remember also that more experienced coaches are usually quite willing to answer questions and lend a hand, especially in return for an invitation to bring a team to your event.

INITIAL PLANNING

Select the date

KSHSAA Scholars Bowl Rule 51-2-2 provides a limitation to the length of the scholars bowl season, "Competition shall not begin prior to Monday of Standardized Calendar Week (SCW) # 16. It shall culminate with the conclusion of the KSHSAA State Tournament during (SCW) #32." Additional KSHSAA regulations state, "It is recommended academic contest competitions be held on Saturday or after 3 p.m. on school days. . . . On those days when school time is used, only two competitions (for each student competitor) may start prior to 3 p.m."

Further considerations in selecting the date include the availability of the school facilities or some comparable site, the availability of sufficient workers to run the event, and conflicts in scheduling for both your own personnel and those schools which you intend to invite. Please notify the KASBC so they can post your invitational on their website (www.cgrove417.org/cghs/sb/).

Determine the basic goal for your event

Setting a goal will help you in determining what schools to invite, the format you will select, etc. Are you seeking to:

- involve other schools of your own size, or locality?
- gain reciprocal invitations from schools experienced in this activity?
- familiarize yourself with tournament procedure?
- involve varsity, novice and JV players

Determine the format

Many formats have evolved in recent years. The two most basic variations have been the round robin and the pool play tournament. While both have their proponents, the round robin has been growing in popularity because of the guarantee that all schools traveling to the bowl will participate in more matches. This is especially valuable for early-season tournaments, novice events, or events designed to introduce new schools or teams to the activity.

Information on setting up a round robin tournament is covered in Section I of this manual under "Format of Competition." KSHSAA regional tournaments will be round-robin competition. Information on how to set up a pool play bracket may be found in the back of this manual.

Individual matches can be set up on the basis of a fixed number of questions, such as the sixteen question format used at the regional and state level, or on a timed basis; however, many questions can be asked in a predetermined length of time. Questions can be from set categories; in a fixed order or at random; single question or toss-up and bonus, etc. Each system has its own set of advantages and problems, some of which will be discussed later in this section under "Preparing for the Tournament."

Determine who will be invited

Make a list of the schools you are going to invite. Keep in mind your goals for the event, the format you intend to employ, the number of teams you are able to accommodate, and any other special factors you wish to consider (size of tournament, proximity of available teams). Remember that mixing highly experienced and inexperienced teams can be a disappointment to the students, although not necessarily. This presents you with several options. You might wish to limit entries to inexperienced teams only. You might establish different divisions of competition based on factors such as size of school, experience, etc. Another option is the open competition which provides its own brand of excitement.

Send out contracts/invitations for a tournament invitation

Scheduling for the guest schools can also be difficult, so contracts should be sent out at least four to six weeks in advance of the event. Invitations should always include:

The date

The approximate or intended time schedule to be used

A clear explanation of the format to be used - varsity, novice, JV or others (clearly determine)

A statement that KSHSAA regional and state procedures will be followed except where expressly stated otherwise

A deadline for entry information on entry fees (amount, and when or how to be paid)

The total number of teams you will accept, and the number of teams which each school may bring

If you have sent more invitations than you can accommodate, schools should be told in the invitation letter that entries will be accepted on a first-come basis.

Send follow-up letters to entrants

Within a week to ten days following the deadline for entry, schools should receive a letter acknowledging their entry. Included in this letter should be:

An exact time schedule, including time of registration, the beginning of the first match, meal breaks (if any), and estimated conclusion

Information on meals, including a complete list of local restaurants

A copy of the rules

A city/town map with site indicated, or clear directions of how to locate the tournament site. Also include directions of how to find the proper parking facilities and registration area within the school

Arrangements for notification in case of inclement weather, etc. Ask for the principal's home and school telephone numbers in the event you need to contact the principal.

PREPARING FOR YOUR TOURNAMENT

Arrange for tournament personnel

Depending upon the number of teams entered and the format of competition used, you may be having matches occur all in one room, or in several locations simultaneously. Each room in which matches are occurring needs the following personnel: a moderator, at least one judge, an official scorekeeper, a visual scorekeeper, a timer and an operator of a buzzer or signaling system. You may also want to have a doorkeeper, a runner and a person to handle visuals for questions. (*See Section II for Guidelines for Selection and Responsibilities of Scholars Bowl Personnel.*) Occasionally some of these jobs may be combined, but especially with inexperienced personnel, combining duties can threaten the efficiency of operations. It is highly advisable to have some backup personnel available to handle last minute emergencies or cancellations.

In order to avoid controversy or confusion, be certain your personnel understand fully their roles and responsibilities in the tournament. (*See Section II.*) The ideal case would allow you to meet with bowl personnel in advance of the day of the tournament for a demonstration of their jobs and the types of situations which may arise.

Arrange for competition site

Rooms used for competition should be selected on the basis of size and controlled access. First, decide how you plan to arrange the room for competition. (*See suggested room arrangement diagrams in the back of this manual.*) This will help you in determining the size and shape of the room; plus, the number and location of electrical outlets you will need to accommodate the buzzer systems, etc. Consider also, whether teams not competing in a particular match will be allowed to view other matches in progress, and select competition sites with appropriate audience space.

Secondly, study the access to the rooms you may wish to use. Access to rooms during competition needs to be controlled to assure that, in the event of questions which are reused for other matches, only persons from schools who have already competed on that set of questions are present. For this reason use of a doorkeeper as well as name tags is advisable. Access to rooms while matches are in progress also needs to be strictly controlled since so much of the competing teams' effectiveness depends upon concentration and speed of response. Distracting movement of spectators should be discouraged.

If classes will be in session in the building while the bowl is occurring, special care should be taken to minimize mutual disruptions. Bells and class change noise can be highly distracting to competitors, so planning should consider location selections or careful time schedules to avoid this problem. If classes are allowed to attend matches, competition should not continue during class change intervals.

Arrangements for some sort of lounge area for those not competing at any given time will also help minimize disruptions of the competition.

Arrange for necessary equipment

The most fundamental item in this area is the buzzer or recognition system which determines who responded first. If your school does not have such a system or needs additional systems to operate the competition format you have planned, guest schools can often be persuaded to bring their equipment. However, this may require assisting your tournament personnel as they familiarize themselves with another system.

Also remember **these electronic systems are sometimes temperamental**. Be sure to ask the sponsor who supplies you with borrowed equipment if there are any eccentricities in its operation, and **always have a backup system available**.

Other items which may be needed at the competition site are team-member identification numbers, a sound system (depending on the room conditions) and a chalkboard or similar means of visual display of the running score.

Arrange for questions

This area is the most demanding, complex, intimidating and vital concern for bowl hosts. First of all, a substantial share of questions for your event should be locally generated and supplied by your own staff, your team members or yourself. This prevents the bowl from degenerating into a rote memory drill for those with access to the sources of your questions.

Unless you can obtain substantial staff and community support, hosting a bowl is probably an unrealistic goal. You will need the assistance of other teachers submitting and approving questions, as well as judging the tournament. Once you have an idea of the format you would like to use, calculate the number of questions you will need in each category. Always allow for tie-breakers and replacement questions in case certain questions must be thrown out.

There are many other sources from which questions may be obtained, but remember that leaning heavily upon any single source will give an advantage to those schools who have had experience with the same materials. Hence, questions should ideally be obtained from a variety of sources, with as many as possible originating from your school.

Specific guidelines for writing questions have been sent to all KSHSAA member schools submitting the Regional Scholars Bowl Tournament Entry Form, and are found in Section II of this manual.

Once all of your questions are prepared, they should be arranged into rounds. Various methods may be used, such as random selection, arranging rounds in order of increasing difficulty, or employing a computer to store and place questions.

After the various rounds have been prepared, careful checking of the questions is vital.

All questions should be checked for:

- accuracy of information
- clarity of wording
- typographical errors
- alternate answers
- appropriate question content and level of difficulty
- time limits required for all math and science computation questions. (30-second minimum)

Questions should be examined not only by the tournament manager but also by judge and moderators prior to the day of the bowl. Moderators should also read through the questions in advance, to check for problems in pronunciation, wording and parameters of acceptable answers. Visuals needed for any questions should be prepared and carefully checked, as well as being clearly marked for their proper placement (round number and question number).

Arrange for breaks, snacks or meals

Since most tournament formats involve extended periods of time, allowance for breaks must be made. Both adult personnel and competitors will appreciate this consideration.

Depending upon your schedule, a meal break may be advisable. Careful thought must be given to meal arrangements in order to assure keeping to your schedule. If there are sufficient eating places available to serve the number of persons involved in your tournament within the allotted time, the meal break may simply be announced with a very clear statement of when participants are expected to be ready to resume competition. However, local restaurants should be notified well in advance if your event could create a sizeable influx over normal business.

You may also wish to consider serving a meal or snacks at the tournament site if time poses a problem. School clubs or civic groups may be interested in assisting with preparing and serving a meal. This option requires accurate planning in terms of time, and may also require teams to make advance reservations to assist in the planning.

Awards

Review **KSHSAA Awards Rule 20** and Section 1 of this manual if you plan to present awards to the winners of your invitational tournament. Discuss awards with your principal, then if questions are not resolved, contact the KSHSAA for interpretations. Arrangements for purchasing awards should be made well in advance to assure they are in your hands on the day of your tournament. **Plaques and trophies may only be presented to schools not individual students.**

On the Day of the Tournament

The day of your scholars bowl tournament has finally arrived! Here is a general list of the items of the day:

1. **Have someone on duty at a prearranged telephone number to handle emergency calls**, including calls from teams who may be experiencing trouble in getting to the tournament.
2. **Competition sites should be carefully arranged for maximum efficiency of operation.** (Refer to suggested arrangement diagrams included in the back of this manual.) In arranging the location of teams, personnel and spectators, the following factors should be considered:

Judges should have a clear view of all team members, as well as the moderator.

Moderators should have a clear view of team members, judges and the operator of the buzzer system.

Scorekeepers should have a clear view of any chalkboard or site where a running score is posted.

Visuals should be held by the moderator in such a way that they can be easily viewed by both teams, and must be carefully shielded from view prior to their use.

Teams must be able to see the moderator, the person recognizing contestants and the opposing team.

Acoustics must be a factor in room arrangement. If the room is large, a sound system for the moderator and for the teams may be necessary. The operator of the buzzer system must be able to convey to the moderator when a buzzer has been activated, either by means of sounds from the system itself or speech, and clear recognition of who is to answer must be possible.

Judges must be able to hear the answers firsthand. Furthermore, audiences should be placed so that noise problems are minimized, including the giving of answers by spectators. Audiences should be warned against this, and in some cases, monitoring of spectators may be necessary.

Remember room arrangement must take into consideration the logistics of buzzer or recognition systems. Access to electrical outlets is necessary, and most systems have a considerable number of wires to be placed so they are not jeopardized by movement of teams or personnel. Limitations due to lengths of cords may dictate that the operator of the recognition system be located between the two teams.

3. **Materials should be in place before time for the rounds to begin.** Packets of questions should be in the hands of moderators and judges, score sheets in the hands of the scorers, stopwatches available for the timers, packets of transparencies labeled clearly, pencils and scratch paper (if so desired) on the tables where teams will be competing. In addition, tables should have numbers posted to provide easy means of designating individual team members, and some means of displaying the name of the school a team represents.
4. **Have a registration table for arriving teams.** Items which are suggested to be included in the registration procedures are:
 - Forms to be filled out by the coaches which officially register them and the students who will perform as team members.
 - Distribution of name tags.
 - Distribution of team identification display, such as a sign with their school name which will be used during rounds to assist scorers and the spectators.
 - Distribution of packets including copies of tournament rules, schedule, maps, score sheets which the coach may use during the tournament, and perhaps a post-tournament evaluation form.
5. Teams which have traveled a great distance or left home early will undoubtedly appreciate availability of some sort of refreshments while waiting for the tournament to begin.
6. Incoming tournament personnel should be met with instructions, and should have a location where they may gather to discuss procedures or ask questions.
7. An orientation session should precede the beginning of competition. The host school should welcome the participants to the scholars bowl and teams should have the opportunity to ask questions about rules or procedure.
8. Every effort should be made to keep on schedule. Good schedules are drawn up with a certain amount of "breathing room" to deal with the unexpected. Be prepared for such contingencies as the team which calls to tell you they will arrive late, or the team which cancels at the last minute. Remember, in regard to replacing last minute cancellations, it is against KSHSAA regulations to assemble a team consisting of individuals from different schools.
9. Have school personnel available to regulate traffic in and around competition areas.
10. **Post running results in some accessible area away from the competition sites.**

11. Use relief workers or provide breaks to keep your personnel fresh and at peak efficiency.
12. **If you are varying in format from the regional and state rules, always be certain;**
 - 1) **such variations are clearly stated before competition begins; and,**
 - 2) **all possible outcomes have been anticipated; such as, a schedule that brings two teams from the same school into head-to-head competition, or that allows the possibility of complicated tie-breaking situations.**
13. As manager of the bowl, remain available to deal with protests or unforeseen situations.
14. Protests should be dealt with fairly, but also as rapidly as possible. Well-prepared judges and carefully researched questions can minimize this otherwise harrowing problem. Above all, have clearly stated rules for dealing with protests and stick to them. You cannot please everyone all of the time.
15. The day's competition should end with a formal awards presentation. Be certain all awards presented are within KSHSAA regulations. (See **KSHSAA Awards Rule 20**, and Section I of this manual.)

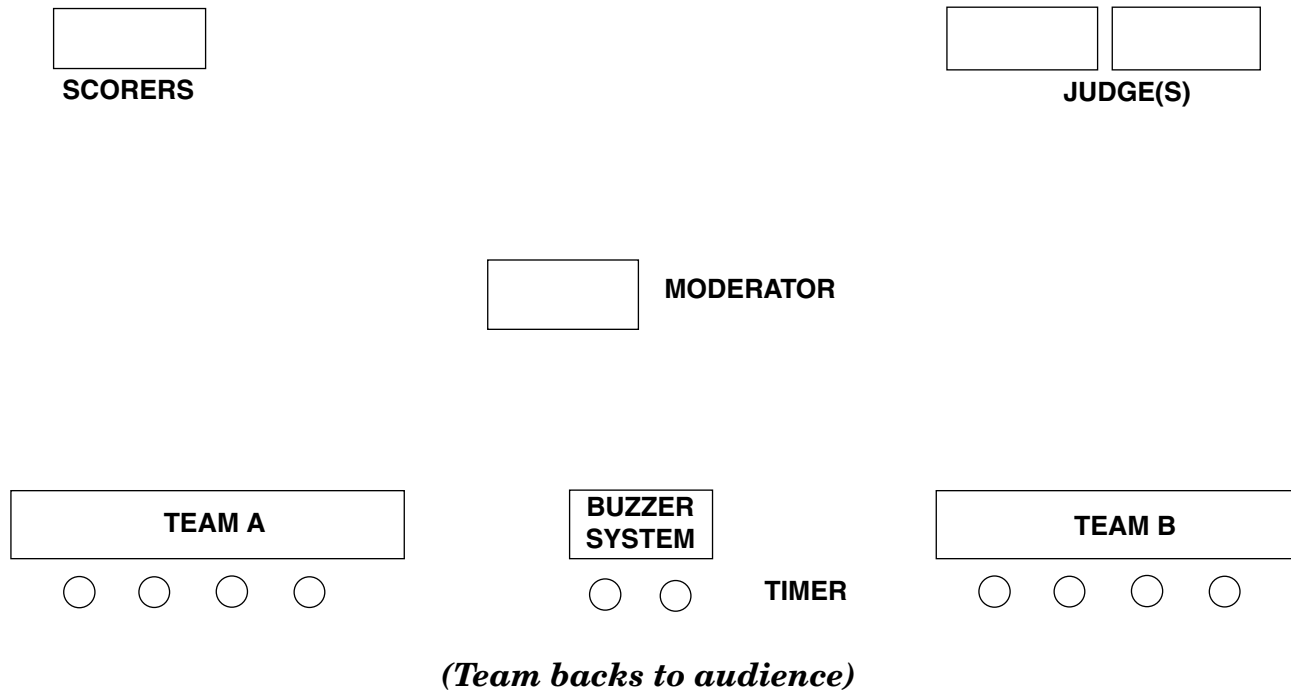


KSHSAA Recommended Procedures to Consider When Inclement Weather Occurs During a Contest

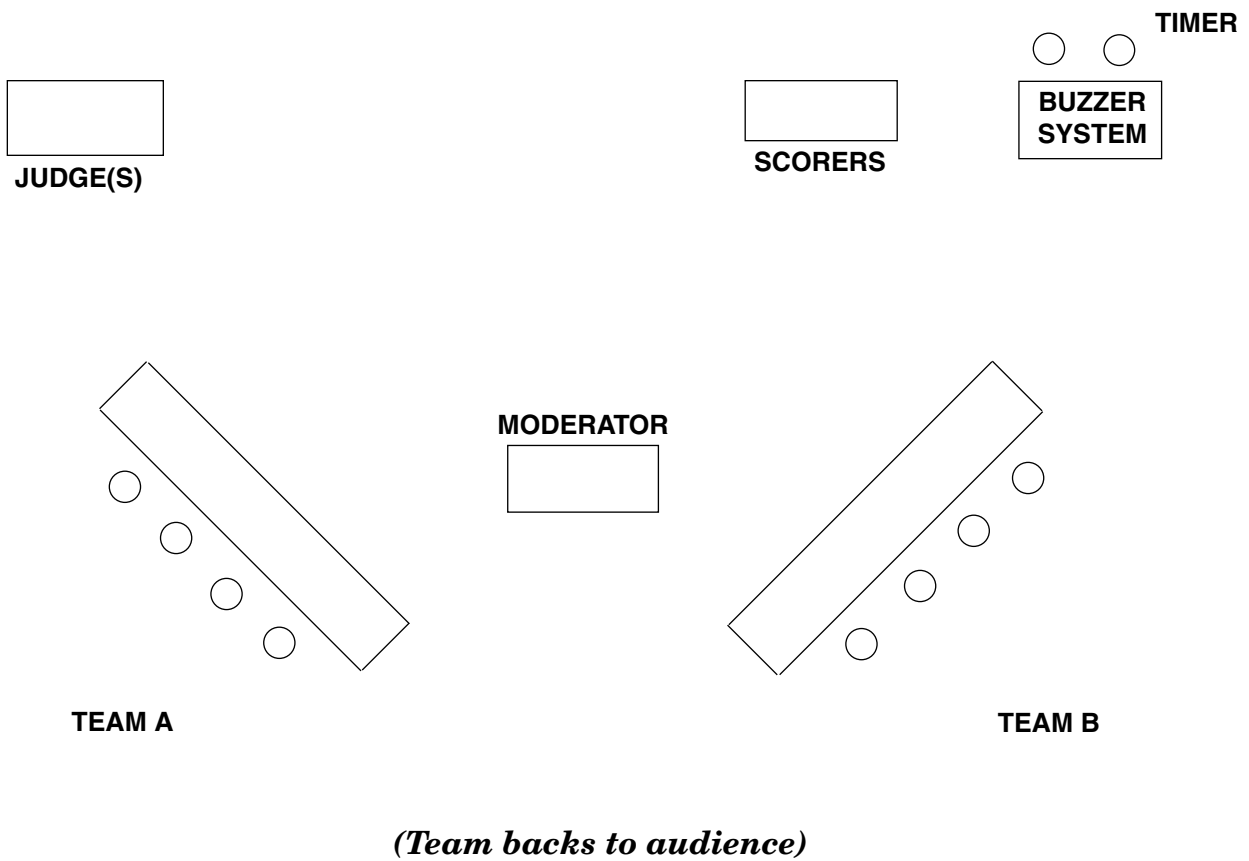
The safety of athletes (participants), spectators, coaches/directors, school personnel, and all others present at an athletic contest must be the first and foremost concern to the contest officials and building administrators.

1. When an interscholastic contest has been scheduled and dangerous playing conditions exist or severe weather is anticipated, the following should be considered:
 - a. Prior to beginning a contest/meet, when severe weather is anticipated, the lead contest official and the principals of each school, or their designees, will meet to review the suspension and/or postponement procedures. This would include any playing rule book coverage.
 - b. The host school administrator will be responsible for informing contest officials, visiting school administrators and if applicable, the individual responsible for public address announcements of designated shelter areas.
 - c. If a tornado WATCH has been issued, the host team building administrator and the lead contest official will notify coaches, school administrators and, if applicable, the individual responsible for public address announcements, that the possibility of abrupt suspension of play exists.
 - d. If a tornado WARNING has been issued, the contest should be suspended immediately. Participants, spectators and all personnel involved with the contest will be advised to "take cover." The procedure will be announced, when available, over the public address system.
 - e. If any other life-threatening condition occurs, play should be suspended immediately and predetermined directions to safe locations will be announced.

ROOM DIAGRAM 1



ROOM DIAGRAM 2



SECTION IV

Regional and State Bowl Organization, Administration and Operation

REGIONAL COMPETITION ENTRIES

Entry into KSHSAA regional scholars bowl competition requires three steps: submitting before the deadline dates the 1) entry form; 2) entry fee; and 3) questions to be used for regional and state competition. **Entries for regional competition will not be considered for an assignment until the entry form, fee and questions have all been submitted and accepted by the KSHSAA.**

The Regional Scholars Bowl Tournament Entry Form is located on the KSHSAA website under *Entry Forms*. This form must be postmarked to the KSHSAA before the deadline date indicated on the form.

Once the KSHSAA receives the entry form and fee, thirty-five questions must be submitted for use in regional and state competition. (These instructions are also included in Section 2 of this manual.) Again, these questions constitute an important part of the entry requirement for regional and state competition. **A deadline date has been appointed because of the time involved in preparing the questions for regional and state competition. Please do not submit copyrighted questions or questions used during regular season competition.**

**Schools NOT submitting questions
will NOT receive a regional assignment unless a DOUBLE ENTRY FEE is paid.**

TOURNAMENT ORGANIZATION

Regional and State Competition

The following has been developed as a guide for managers of regional and state scholars bowl tournaments. It should also be informative to all those involved in the statewide scholars bowl program.

1. Read and know the Rules of Competition.
2. Arrange for, at least, **the required four rooms** of competition (two to four rooms for classes 6A and 5A). The bowl will be divided into two pools with each pool of schools participating in round robin competition. *NOTE: For both tournaments, the drawing for pool assignments will be done by the KSHSAA.*
3. **Begin competition in each room at the same time and keep the beginning time of rounds together since the same questions will be used in both pools.** When an odd number of schools participate, one pool will have more rounds of competition than the other.
4. In each room, arrange for tables for participants with buzzer system, timing device, chalkboard or other method of showing score of both teams, lectern or podium for moderator, table for room judge and official scorer and seating for audience. (*See diagrams for suggested room arrangements in the back of this manual.*)
5. Obtain adult personnel for the scholars bowl as follows: (*See also Section II concerning personnel.*)
Registration table supervisor—An adult should be positioned and in charge of a registration table to provide information on room locations, check off arriving schools, conduct the drawing for pool assignments and, during the contest, keep a running score by rounds of each school's point totals.

Moderators (one for each room to read the questions)—**These individuals should be experienced in reading with good articulation.** They should have received copies of the rules and questions well in advance of the contest day in order to prepare themselves.

Head Judges (one for each room)—These individuals are needed to assist in maintaining order, to rule on challenges, to ascertain if the correct score is being kept and to make sure rules are followed.

Head scorekeepers (one for each room) and a **Round Results Scorekeeper**—The head scorekeepers will keep score (on paper) for both teams during each round and at the end of the round, will report the final score for both teams to the Round Results Scorekeeper. The **Round Results Scorekeeper** may be the same adult who served at the registration table. This person should have a chart showing team results by rounds for the interest of coaches and participants as well as visitors—**Student scorekeepers** (one for each room) to keep a visible running score on a chalkboard in each room.

Subject judges (one panel of four or five individuals)—These individuals should represent each of the academic disciplines from which questions are asked. Should enough personnel be available, a tournament manager may wish to provide a panel of subject judges for each room. **If one panel is used, the panel should be in a room apart from the competition rooms and the individual room judges may consult with them as needed.**

Timers (may be responsible students)—These individuals will time each question in the room. The timers should be provided a watch suitable for this responsibility.

Recognition systems operators (one for each room)—Individuals may be needed to operate the buzzer or recognition systems. It is advisable to test the system before each round of competition. **It is mandatory that a backup system be available.**

Doorkeepers (may be responsible students)—These individuals will have the responsibility to allow no one to enter or exit a room of competition until the round has been completed. They may also be used to indicate to the room judge that both rooms are ready to begin a round and thus keep the starting time of rounds together.

A Review Committee shall be appointed by the regional and state managers. The committee shall consist of three coaches and alternates. The committee will be used by the tournament manager **to decide procedural issues only.** The tournament manager has the final authority to assemble the review committee if he/she feels a coach's concern so merits.

NOTE: Review Committees rule on procedural issues only, and do not serve as an appeal board for judges' decisions on questions and answers.

6. **Officials' Honorarium:** The KSHSAA will send the host school a check in the amount of 25 percent of the total fees paid by schools attending the regional, plus \$200 to be used by the host school to pay moderators and judges. These individuals are to be paid the day of the tournament. All other contest workers are volunteers. **The KSHSAA provides no remuneration other than for moderators and judges.**

Hosts of state competition will be paid 25 percent of the entry fee per school and \$200 for honorariums to pay moderators and judges per the KSHSAA policy.

Information to Send to Participating Schools

Regional tournament managers should send an information letter two-three weeks in advance to each school assigned to his/her tournament which would include:

1. **Date and location of bowl**—managers may wish to include a city map with the location of the school indicated, and a map of school facilities showing location of rooms to be used for competition, rest rooms, etc.
2. **Time schedule**—All state tournament registration shall begin at 11 a.m., with Round I of competition beginning at 12 noon. **Three o'clock p.m. is required as a starting time for regional contests occurring on school days.** Registration and assembly may begin prior to 3 p.m.

DEVIATIONS FROM THIS SCHEDULE MUST BE APPROVED BY THE KSHSAA.

3. **Telephone numbers**—include host school and manager's home telephone number in case of emergencies. Principals of all participating schools must communicate with the host site principal.
4. **Parking instructions**—give parking instructions for schools and visitors.
5. **Lunch facilities/arrangements**—if participating schools will have lunch at the host school, explain details of where, when and costs to participating schools. If lunch is the responsibility of the participating schools, provide a list of restaurants and their locations. We also suggest you notify area restaurants of your regional/state tournament so they might prepare for the possibility of a sizeable influx over normal business.
6. **Who advances to state?**—Remind the schools participating in your regional how many teams will qualify for state competition. This will vary by classification. Remind them to mail appropriate fees and forms.
7. **Round robin competition**—explain the pool play round robin competition (drawn by KSHSAA) to the schools assigned to your tournament.
8. **Managers should attempt to determine estimated spectator following for each participating school to plan for adequate spectator seating.**
9. **Hospitality rooms** for advisors are customary. If refreshments are available to participating students, please explain.

Regional Tournaments — (All Classes) & State (1A (Division I & II), 2A, 3A and 4A) Tournaments – Round Robin Format of Competition

Round-robin competition will take place in each pool of schools with each school meeting every other school in that pool. **Prior to the Regional and State Tournaments the KSHSAA will draw for pool assignments and order. The round-robin pool play competition will take place in each pool of schools with each school competing against every other school in that pool. At the end of the round-robin pool play competition, the top three (3) schools from each pool will advance to the Championship Final round-robin competition. Pool play winners are teams with the best win-loss records. In the event of ties, see "Breaking Ties" on page 11 of this Manual.** First, second and third place teams in each pool advance to the Championship round-robin competition. Advancing schools will draw by lot their competition order (A, B, C, D, E or F). Tie breaking procedures for the Championship Final round-robin competition will use the **Championship Final round-robin matches only, not the pool play rounds.**

Pool Team Assignments (EXAMPLE)

Pool A (6 Teams)
 #1 vs #2 #1 vs #6
 #3 vs #4 #4 vs #5
 #5 vs #6 #2 vs #3
 #1 vs #3 #1 vs #4
 #5 vs #2 #2 vs #6
 #6 vs #4 #3 vs #5
 #1 vs #5
 #6 vs #3
 #4 vs #2

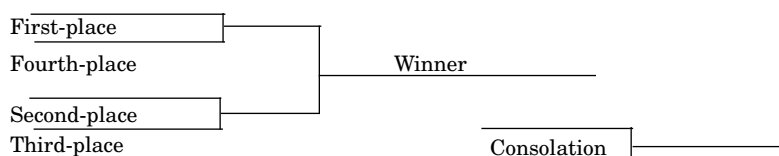
Pool B (6 Teams)
 #1 vs #2 #1 vs #6
 #3 vs #4 #4 vs #5
 #5 vs #6 #2 vs #3
 #1 vs #3 #1 vs #4
 #5 vs #2 #2 vs #6
 #6 vs #4 #3 vs #5
 #1 vs #5
 #6 vs #3
 #4 vs #2

Championship Final Round-Robin
 A vs B A vs F
 C vs D D vs E
 E vs F B vs C
 A vs C A vs D
 E vs B B vs F
 F vs D C vs E
 A vs E
 F vs C
 D vs B

State 5A and 6A Tournaments – Round Robin & Final Bracket Format of Competition

In 5A and 6A State Tournaments a single pool of 8 teams will be conducted. At the end of the round-robin pool play competition, the top four (4) schools the pool will advance to the Championship Final bracket competition. The first-place team will meet the fourth-place team, and the second-place team will meet the third-place team (See Sample bracket). The winners in each bracket will meet to determine first and second place, and losers will meet in the consolation for third and fourth.

FINAL ROUND (Cross Bracketing)



State Qualifiers

Class 1A (Division I & II), 2A, 3A and 4A regionals advance three teams to the state tournament
 Class 5A and 6A regionals advance four teams to the state tournament

Awards

Trophies will be sent to each manager several weeks in advance. First- and second-place plaques shall be awarded at regional tournaments. First-, second- and third-place trophies shall be awarded at state, as well as first-, second-, third- and fourth-place medals, six medals for team members and one for the head coach. If awards are not received in perfect condition, please notify the KSHSAA immediately.

Certificates of participation for state qualifying teams will be provided by the KSHSAA. Tournament managers ARE NOT to present awards to teams or individual students other than those provided by the KSHSAA.

Questions for Regional and State Competition

The KSHSAA will provide to each regional and state manager the questions to be used for competition. Questions are taken from those submitted by the schools entering regional scholars bowl competition. All questions are validated by a committee and assigned to rounds. Extra question rounds are prepared by the committee for each site should they be needed.

IT IS IMPERATIVE THAT TOURNAMENT MANAGERS RE-PROOF THE QUESTION SETS FOR VALIDITY AND ACCURACY.

The typed questions and visual masters are in each envelope as needed. It is the responsibility of the scholars bowl manager to make additional copies of visual masters and questions. **Additional copies per round will be needed**—one for each moderators and each room judge. **Question security is of the utmost importance. Please protect the integrity of question packets. The original can be used by the team of subject judges. It is recommended a copy of the questions be sent to each judge/moderator, several days before the competition.** Certainly the moderator needs time to practice, check on unusual pronunciation and prepare for this most important responsibility. The room judges need to be familiar with the questions to be asked, and **providing a copy to the panel of subject judges will give those individuals an opportunity to screen for correctness of answers, and time allotments for questions.**

Destroy questions following competition. Managers are responsible to collect and destroy all copies of questions used at the conclusion of the competition. **DO NOT** share questions with the media or others. This will keep questions valid.

TEAM SCORE SHEET

ROOM

POOL

ROUND

TEAM _____

TEAM _____

QUESTION

QUESTION

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- _____
- _____
- TOTAL _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- _____
- _____
- TOTAL _____

OFFICIAL SCOREKEEPERS: COMPLETE PERTINENT INFORMATION

Why question was protested: _____

Were replacement question(s) used? _____ If yes, item # and extra round # of question(s) used: _____

Team Captain

Team Captain

TIE-BREAKER QUESTION CATEGORIES

Directions: Photocopy this page. Cut apart squares and place in hat or ziplock bag for drawing category of tie-breaker questions as needed. (Read page 10.)

LANGUAGE ARTS	MATH	SCIENCE	SOCIAL STUDIES
LANGUAGE ARTS	MATH	SCIENCE	SOCIAL STUDIES
LANGUAGE ARTS	MATH	SCIENCE	SOCIAL STUDIES
FINE ARTS	FINE ARTS	WORLD LANGUAGE	YEAR IN REVIEW

ROUND ROBIN TOURNAMENT

S A M P L E

4-Team Schedule

	A	2-1	4-2	4-1
	B	3-4	1-3	2-3

5-Team Schedule

	A	1-4	3-1	5-3	2-5	4-2
	B	2-3	4-5	1-2	3-4	5-1

6-Team Schedule

	A	2-1	3-4	6-4	5-3	5-6
	B	4-5	6-1	2-3	6-2	1-3
	C	3-6	2-5	1-5	4-1	4-2

7-Team Schedule

	A	1-6	4-2	2-7	5-3	3-1	6-4	7-5
	B	2-5	5-1	3-6	6-2	4-7	7-3	1-4
	C	3-4	6-7	4-5	7-1	5-6	1-2	2-3

8-Team Schedule

	A	5-6	3-4	7-8	7-5	1-3	3-6	8-2
	B	3-8	1-7	6-2	6-1	4-2	4-5	7-3
	C	4-7	8-6	4-1	2-3	5-8	2-7	1-5
	D	2-1	2-5	5-3	8-4	6-7	8-1	6-4

9-Team Schedule

	A	1-8	5-3	2-9	6-4	3-1	7-5	4-2	8-6	9-7
	B	2-7	6-2	3-8	7-3	4-9	8-4	5-1	9-5	1-6
	C	3-6	7-1	4-7	8-2	5-8	9-3	6-9	1-4	2-5
	D	4-5	8-9	5-6	9-1	6-7	1-2	7-8	2-3	3-4

10-Team Schedule

	A	1-10	10-3	9-7	7-2	10-9	7-1	2-10	4-3	10-5
	B	2-3	9-4	8-10	4-5	2-6	5-6	1-3	6-1	6-4
	C	4-8	7-6	5-1	3-9	3-5	9-2	7-4	8-9	2-8
	D	5-7	1-2	3-6	8-1	7-8	4-10	9-5	5-2	3-7
	E	6-9	5-8	2-4	6-10	1-4	3-8	8-6	10-7	1-9

11-team Schedule

	A	1-2	6-11	7-2	4-8	6-9	1-6	10-11	7-6	1-4	5-3	2-9
	B	11-3	5-1	11-9	5-7	11-4	8-10	4-6	11-2	7-9	6-2	3-8
	C	4-10	8-9	8-1	10-2	7-8	3-4	1-9	3-10	11-5	7-1	6-5
	D	5-9	2-4	3-6	11-1	5-10	11-7	2-8	9-4	2-3	9-10	4-7
	E	6-8	10-7	4-5	9-3	1-3	2-5	3-7	8-5	10-6	8-11	10-1

12-Team Schedule

	A	1-4	5-10	4-11	5-8	6-7	9-12	1-3	10-11	5-9	7-12	4-8
	B	2-3	1-9	10-12	9-11	8-10	2-4	6-10	1-8	4-10	8-11	6-12
	C	5-12	2-8	1-2	3-10	4-9	5-6	2-9	4-5	1-12	2-5	3-9
	D	6-11	3-7	6-9	1-7	2-11	3-8	4-7	2-12	3-11	1-6	2-10
	E	7-10	4-6	3-5	4-12	1-5	7-11	8-12	3-6	2-7	3-4	1-11
	F	8-9	11-12	7-8	2-6	3-12	1-10	5-11	7-9	6-8	9-10	5-7

13-Team Schedule

	A	1-2	9-10	4-5	12-13	5-10	11-7	13-8	10-1	2-12	11-6	8-12	3-7	1-12
	B	3-13	5-1	10-12	7-5	9-6	10-8	12-9	7-4	13-1	8-9	7-13	4-6	11-2
	C	4-12	2-4	8-1	2-10	8-7	3-2	11-10	9-2	11-3	7-10	4-3	10-13	9-4
	D	5-11	12-7	13-9	1-11	2-13	6-12	5-3	11-13	10-4	1-3	5-2	12-11	10-3
	E	6-10	13-6	7-2	3-9	4-11	13-5	2-6	3-8	5-9	13-4	1-6	2-8	6-7
	F	7-9	11-8	6-3	8-4	12-3	4-1	1-7	6-5	6-8	12-5	9-11	9-1	8-5

14-Team Schedule

	A	1-2	10-14	11-12	13-14	8-7	9-12	10-11	12-1	6-10	8-14	9-13	5-6	7-14
	B	3-14	5-1	10-13	9-6	14-9	8-10	14-12	2-8	1-14	13-6	8-11	13-12	6-8
	C	4-13	9-11	1-8	7-5	12-6	2-14	8-13	3-10	9-7	4-1	3-5	4-7	9-5
	D	5-12	2-4	6-14	11-1	10-5	11-7	4-6	14-5	11-2	7-12	1-7	11-14	10-4
	E	6-11	12-8	7-2	12-3	1-3	13-5	7-3	9-4	5-8	2-3	12-10	10-1	2-12
	F	7-10	3-6	5-4	2-10	4-11	6-1	5-2	13-11	12-4	10-9	6-2	8-3	1-13
	G	8-9	13-7	9-3	4-8	13-2	3-4	1-9	6-7	3-13	11-5	14-4	2-9	3-11

CHECKLIST FOR HOSTING SCHOLARS BOWL

1. Arrange for the required four rooms of play, plus one for hospitality and one for opening assembly.
2. Secure personnel:
 - moderators
 - head judges
 - panel of judges (math, science, language arts, world language, social studies)
 - timers
 - scorers
 - buzzer operators
 - door keepers
 - statistician
 - registration worker
 - hospitality room hosts.
3. Order food for hospitality room.
4. Mail packet to teams (See page 8.) Include:
 - plans for notification of principals in case of inclement weather
 - date, time, location
 - maps of town and school
 - rules explanation of competition, including determinant of winners and awards.
5. Prepare team packets for day of bowl. Include:
 - team sign
 - rules
 - score sheet
 - copy of rounds
 - evaluation sheet
 - name tags if needed for room assignments.
6. Write instructions for moderators and judges.
7. Instructions to custodial staff on equipment needed and arrangement.
8. Make posters to show standings.
9. Make copies of questions for judges and moderators. Make arrangements with judges for reporting any problems with questions. Allow plenty of time to make corrections.
10. Some supplies needed on the day of competition:
 - a. visual aid posters - selected questions
 - b. paper and pencils for team tables
 - c. extra score sheets and rounds schedules for guests
 - d. stopwatches and one or two backup watches.
11. Hold practice session with workers.
12. Hold practice session with moderators.

Key Points to Cover in a General Assembly

Instructions to Coaches

1. Only captains may ask for an answer interpretation.
2. Captains may raise procedural points during the match.
3. Explain tie breaking procedures to your students in a single match and also in pool play for advancement to finals round.

Meeting with participants and coaches:

1. Rules of play
2. Time schedule
3. Room decorum for participants and spectators
4. Awards presentation
5. Appeals process by captains and coaches