

Jefferson County Public Schools



Quick Recall Rules and Procedures For Elementary Schools

2010-2011



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What Is Quick Recall?

Quick recall is a game played by two teams with exactly four players each. Players use a lock-out buzzer system to ring in before the other team's players on "tossup" questions. Ringing in first, gives that individual the right to answer the question. If the tossup question is answered correctly in the appointed time limit, that person's team gets a "bonus" question read to them. Teams may confer on bonus questions. If the team that won the bonus answers incorrectly, the other team gets the opportunity to answer. This is called the "bounce-back bonus."

The quick recall rules used by JCPS are taken from the *Kentucky Association of Academic Competition Governor's Cup Quick Recall Guidebook*. The quick recall competition format used in Jefferson County was developed and promoted by KAAC and we appreciate its contribution to academic competition.

Quick recall is only one part of the academic competition program, which also includes written assessments, composition, and problem solving.

Quick Recall Training

All coaches and officials must be trained in quick recall. Coaches should be trained at county training sessions by the Coordinator of Academic Competition. Officials may be trained at either a county training session or by coaches who have been officially trained. Well-trained officials and coaches make the matches run much more smoothly. Training session dates and times are listed on PD Central and on the Academic Competition website.

<http://apps.jefferson.k12.ky.us/academiccompetition/>



Quick recall is one of the eight components of Mayor's Cup, a competition sponsored by the Metro Louisville Mayor for Jefferson County Public Elementary Schools. The quick recall and problem solving (presentation format) components of the competition are held on a Saturday in March. For this year's dates, please check the yearly calendar on the Academic Competition website: <http://apps.jefferson.k12.ky.us/academiccompetition/>. The quick recall tournament has a double-elimination format. Before the day of competition, teams draw for position on the tournament bracket.

Jefferson County Mayor's Cup also includes written assessments in math, science, language arts, social studies and fine arts/humanities; and a competition in English composition. Rules for the Jefferson County Mayor's Cup are outlined in full detail in the *Jefferson County Public Schools' Mayor's Cup Coaches' Guidebook and Hosting Manual* (available online).

Quick Recall League

To prepare for Mayor’s Cup, the public elementary schools play in the Jefferson County quick recall league. In this program, schools located in close proximity and having similar test scores play 3-4 practice matches during January and February. The league is designed to give players, coaches and officials practice before Mayor’s Cup competition. Dates on the schedule for the league matches are suggested only. The host school calls the visiting school to set the day and time for that week's match.

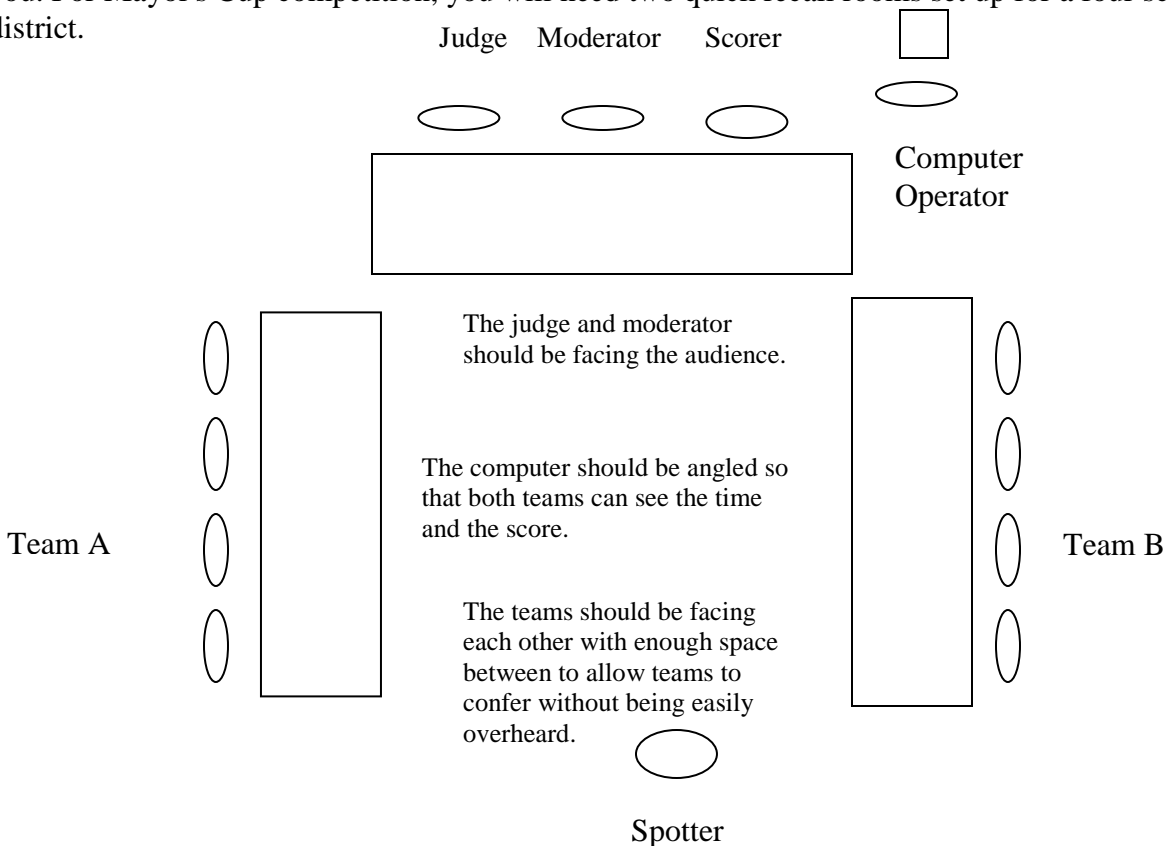
The quick recall league schedule is sent to all schools choosing to participate in November or early December. (Although changes to the schedule may need to be made before the January league begins if teams join or drop out at the last minute.) The schedule is also published on the website: <http://apps.jefferson.k12.ky.us/academiccompetition/>. Schools may not participate in quick recall at Mayor's Cup if they do not participate in the league. Students and officials need that practice in order to be sufficiently prepared for Mayor's Cup.

Some schools choose to play during the school day rather than after school. If teachers are to be out of the building during the school day, it is the responsibility of the teacher and the principal to arrange to have classes covered. The Office of Academic Competition does NOT arrange for subs to cover classes. If the match cannot be played on the day suggested on the schedule, it should be played sometime within the week of the suggested date.

Each week two teams meet to play TWO complete quick recall matches at a given location. Two sets of quick recall questions (60 questions each with 5 extra questions for replacements as needed) are provided each week for these two matches. Usually the students are given a 10 minute break between matches. The scores of both matches are reported to the Office of Academic Competition by 10:00 a.m. the next day.

Before a Match Begins

Before the visiting team arrives, set up the room for quick recall. Use the diagram below to assist you. For Mayor's Cup competition, you will need two quick recall rooms set up for a four school district.



- Once the other team arrives for a league match the moderator and judge open the questions packet and may have 10 min. to look over the question sets for both matches.
- The computer operator begins putting the names of the starting players into the computer while the judge and moderator review the questions.
- Players must have nametags. They do not have to be elaborate. They can be folded paper tents. The captain's nametag should have a special marking signifying his/her status.
- The judge distributes inquiry forms to both coaches and makes sure each player has clean paper. Players begin each half with clean paper. Host schools provide blank scratch paper for all quick recall matches. Players must provide their own pencils.
- The scorekeeper writes the names of all of the officials and the names of the competing schools on the official score sheet.
- Both teams must play exactly four players at a time in a match. If a team is short a player at the time the match is due to begin, that team must forfeit the match. In league play, the two teams may decide to use the questions provided to play a friendly match for practice, but the match results are reported as a forfeit.
- Conduct a buzzer check for both teams. Remind team members that they are not allowed to have electronic devices on them while they are playing. Ask captains to introduce their team members and coaches.

The moderator reads the following to the audience:

We'd like to welcome everyone to the quick recall match between _____ and _____. Because they interfere with the concentration of the players, we respectfully request that you turn off all cell phones, pagers, and other electronic devices at this time. We also ask that you wait for a timeout or halftime before entering or leaving the room during the match. Thank you for your cooperation.

- Once the moderator starts the match by saying, "Number one, tossup," the match clock should start. The moderator should never waste time on the clock. Extraneous comments are highly discouraged.
- Teams ALWAYS switch sides at the end of the first half.



Questions for Quick Recall Matches

Sealed envelopes containing the two sets of questions to be used for the matches, score sheets and inquiry forms are sent to the academic coordinator at the host schools. The moderator from the home school may open these envelopes only in the presence of the judge from the visiting team after the other team arrives for the match. They are NOT to be opened by the coach. Two complete (60 question) question sets are distributed for league play each week.

The questions for JCPS elementary quick recall matches are written and distributed by the Office of Academic Competition. In each match, there will be an even number of questions from each of the following five subject areas: math, science, social studies, language arts, and fine arts/humanities. Questions for quick recall range in difficulty in order to engage a wide variety of students and are designed to reflect the core content. Questions do not appear in any particular order within a set. They are completely random. Elementary sets contain 60 questions (30 per half) and five extra questions that may be used as replacement questions as necessary.

Procedures for Tossup Questions



1. To begin, the moderator says, "Number one, tossup," and reads the first question.
2. The computer operator puts 10 seconds on the clock for a tossup once the entire question is read.
3. Players do not have to wait for the entire question to be read. A player may ring in at any time and interrupt the question.
4. If the question is interrupted before it is read in its entirety, and the player answers incorrectly, the question does NOT have to be reread from the beginning for the other team. The moderator should start reading at the beginning of the sentence that was interrupted and finish the question. 10 seconds is then put on the clock for the other team after the question is read.
5. If the answer given is incorrect, and the question has been read in its entirety, the computer operator clears the first player's name from the screen and puts 10 seconds on the clock for the other team. The question is NOT reread.
6. Once a player on a given team misses a tossup question, no one else on their team is eligible to ring in on that same question.
7. Players must wait until they are recognized by the spotter to answer a tossup question. If a player answers before being spotted, the moderator or judge simply calls "infraction." If the other team has already attempted to answer the question, tell the correct answer and read the next question as a tossup. If the other team has not yet buzzed in with a response, 10 seconds goes on the clock for them.
8. A player must answer IMMEDIATELY after the spotter recognizes him/her or "hesitation" will be called, and the player will lose the opportunity to answer. Players are not even allowed to add syllables such as "uh" or "um" before their answer. (Players with documented speech impairments may be given special consideration on hesitation calls.)
9. Tossup questions are answered by individual players only. Conferencing on tossups, either verbally or non-verbally, is not allowed. If players on a team confer during a tossup, the moderator or judge calls "infraction" and that team is not allowed to answer that question. The other team may buzz in to answer, however.
10. If the tossup question is answered correctly, that team earns a bonus question.
11. If neither team answers the tossup correctly, the moderator reads the correct answer, and reads the next question as a tossup. "Number two, tossup."
12. Tossup questions are worth one point each. Teams are NOT penalized any points for missing a tossup question.

Procedures for Bonus and Bounce-Back Bonus Questions

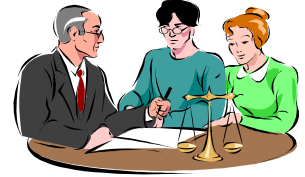


1. If a team has answered a tossup question correctly, they receive a bonus question. The moderator reads the number of the question, says "Bonus," and reads the question for that team. It is helpful if the moderator points at the team that earned the bonus while reading the question to remind the students which team can answer.
2. The computer operator puts 10 seconds on the clock for the bonus question once the question has been read in its entirety.
3. Both teams may confer both verbally and nonverbally on bonus questions. This should be done quietly, so that the team doesn't inadvertently give the answer away to the opposing team.
4. Only the captain can answer on a bonus question, unless he/she designates another player on their team.
5. In order to designate another student to answer, the captain must say, "I designate _____," giving the name of the designated person exactly as it appears on the computer screen for the spotter on tossups. EX: If the player's name is Jane Doe, and the computer operator input her name as "Doe," The captain **MUST** say, "I designate DOE." He/she **CANNOT** say, "I designate Jane."
6. The captain or designated player must *begin* the bonus answer before the timer goes off signaling the end of the 10 seconds allotted. Otherwise, "time" is called and the answer is not accepted. At least one syllable of the answer must be uttered before the buzzer begins to sound in order for it to be accepted.
7. Moderators and judges must look directly at the captain once a bonus question has been read for that team and wait for a response. All other players' discussions and comments are ignored, since talking is allowed on bonus questions. If the other team tries to respond to the question, ignore and wait for the correct captain to respond.
8. If the team that earned the bonus does not answer the question correctly, and the question was read in its entirety, or the team runs out of time before beginning their answer, the question "bounces-back" to the other team. The moderator says "Incorrect, captain?" or "Time, captain?" and looks directly at the captain of the opposing team. The captain of the opposing team must answer immediately or designate another player immediately with "I designate _____." Hesitation rules apply on the bounce-back bonus. No extra time for discussion is given to the second team.
9. A captain may interrupt a bonus question to give the answer. If the answer is correct, the team gets the point and the moderator goes on to the next tossup question.
10. If the team interrupts the reading of a bonus question, and the answer given is incorrect, the moderator will finish reading the question for the other team beginning at the start of the sentence that was interrupted. The other team then receives 10 seconds to begin their answer. *NOTE: A bounce-back bonus that occurs after the question has been interrupted with an incorrect answer is the only instance where an opposing team receives time on*

the bounce-back bonus. In all other instances of the bounce-back bonus, captains or designees must answer immediately after the moderator recognizes them with no hesitation.

11. If another player, other than the captain or the captain's designee, answers on the bounce-back bonus, an "infraction" or "hesitation" is called, and no answer is accepted from that team. The moderator goes on to the next tossup question.

General Role of Officials in Quick Recall



All quick recall officials should know and understand the rules of quick recall before officiating at Mayor's Cup. The more experience the officials have prior to tournament play, the cleaner the tournament matches will be. Moderators and judges should officiate at team practices or league matches before officiating at Mayor's Cup.

Officials must make judgment calls during the match. (Remember, when in doubt accept only the answer on the question set.) Act with confidence, make the call, and move on. Do not dwell on past calls and lose concentration.

Remain pleasant and in control at all times.

Should an irate individual confront an official over a call, the official should walk calmly away. Do not argue over calls.

Officials must promote good sportsmanship at all times. Remind teams to shake hands at the end of each match.

Officials should always be unbiased and fair, keeping the best interest of all competing students in mind.



Moderator:

The moderator reads the questions in the match and gives the initial ruling of "correct" or "incorrect." A good moderator avoids extraneous comments during the match, keeping in mind that the clock is ticking! Moderators remain impartial and know the quick recall rules. Moderators always speak loudly, with good diction, and with a good conversational sounding pace. Reading slowly will not allow all the questions in the match to be read, resulting in fewer points scored by the teams. A slow pace also interferes with comprehension of the questions. Therefore, it's better to err towards reading too quickly than too slowly. Good pronunciation is very important.

1. **FOR LEAGUE MATCH**, opens the questions in the presence of the judge when the visiting team arrives. The moderator and judge may spend up to 10 minutes reviewing the questions before the match. Please do not discuss questions within hearing range of teams or coaches. Please do not spend this time trying to find errors in the question sets. If corrections need to be made, they can be made within the inquiry process during the match. Officials may make minor corrections for typographical errors or pronunciation

- clarification. *Officials do not discard or replace any questions before the match begins!* IN MAYOR'S CUP, changes to questions may only be made with the approval of the chief official during the officials' meeting in the morning.
2. Calls for a buzzer check to make sure that the players' names correspond to the names on the computer. Checks to be sure each player's buzzer is working correctly. Introduces substitutes following a timeout and at the start of the second half. Checks substitute buzzers before the game resumes.
 3. Introduces the match officials, coaches and student participants to the audience.
 4. Briefly reviews the rules for the audience. Reminds the coaches of the timeout and inquiry procedure.
 5. Reads each question preceded by its number and its tossup-bonus status. Notes on the question set whether the question is a tossup (T) or bonus question (B). Notes on the question set which team answers the question correctly with the team's initials next to the question number.
 6. Stops match time to correct problems, which interfere with the proper running of the match, such as equipment difficulty, timing problems, or disruption by participants or audience members.
 7. Gives the initial evaluation of the answer. The moderator may immediately reverse his/her decision. ("Correct. No, *incorrect.*") The acceptable responses by the moderator are "correct," "incorrect," "hesitation," "infraction," "(defer to) judge," or (while turning to the other team, on bounce-back bonuses) "incorrect-captain?" or "time-captain?" When in doubt, the moderator defers to the judge for a ruling.

NOTE: DECISIONS ABOUT THE CORRECTNESS OF RESPONSES MUST BE MADE QUICKLY.

8. Reads the correct answer after both teams miss a tossup, time expires for a tossup, or both teams miss a bonus.
9. Announces any changes if the score of a match is altered following an inquiry.
10. May ask a student to repeat an answer; however, both the moderator and judge *must be certain* that the repeated answer is the same as the first answer stated or the ruling must be "incorrect." A student is not allowed to change his/her answer when they are asked to repeat.
11. Does NOT prompt a team or team captain for a response to a bonus question that team has earned. The moderator does, however, prompt the team captain to respond to a bounce-back bonus question by saying, "Incorrect, captain?"
12. Calls "hesitation" when a team member fails to respond or hesitates after being recognized. Both the moderator and the judge have the responsibility to make hesitation calls. Any *adult* official for a match may call hesitation.
13. Does NOT initiate inquiries or provide content-related assistance to the coaches.

Moderators in the Bounce-Back Bonus:

The effectiveness of the bounce-back bonus depends largely on how well it is implemented by the quick recall moderator. The moderator must be careful NOT to read the correct answer after a missed bonus question, but rather prompt the other team captain immediately for its response.

A bounce-back bonus question occurs:

1. After an incorrect answer from the team that earned the bonus question: *Immediately* following an incorrect bonus response, the moderator states "Incorrect. Captain?" while turning to the other team. That team captain must then *immediately* give his or her response or designate another player. Hesitation rules are in effect as soon as the moderator finishes his or her prompt.
2. After a team fails to respond to a bonus question: *Immediately* following the signal indicating that bonus time has expired, the moderator states "Time. Captain?" while turning to the other team. That team captain must then *immediately* give his or her response or designate another player to respond. Hesitation rules are in effect as soon as the moderator finishes his or her prompt.

Each team may confer while the moderator is reading the bonus.

Only the team captain or another player correctly designated by the captain may respond to a *bounce-back* bonus question. If someone other than the team captain or designee responds to a bounce-back bonus, the moderator or judge shall call "infraction" and an answer is not accepted from the team.

Judge:

The judge is the primary official in the match. He or she coordinates match preparations, including the supervision of the other match officials. In league matches, the judges' decisions are final, since there is no chief official for league matches. Judges remain impartial and ensure that the quick recall rules are strictly enforced.



1. FOR MAYOR'S CUP, meets with the officials prior to the match to review the questions at the morning meeting. FOR LEAGUE MATCHES, looks over the questions with the moderator for 10 minutes prior to the match.
2. Obtains the match materials from the contest manager– questions, score sheet, inquiry forms, and scratch paper. Usually the Mayor's Cup contest manager is the academic coordinator of the host school. At MAYOR'S CUP, makes sure all materials, including the question sets, get back to the contest manager. All question sets are placed in coaches' packets and given to the coaches at the end of the day. After LEAGUE MATCHES, (s)he makes sure each coach gets a copy of the used question sets.
3. Checks the equipment prior to the match.
4. Reviews inquiry procedures with coaches.
5. Gives the questions to the moderator, the inquiry forms to the coaches and the score sheet to the scorer.

6. Ensures that students have scratch paper prior to each half of the competition or before the overtime.
7. Confirms the correct reading of the questions and corrects minor errors immediately when they occur. The judge stops the moderator if the question is *substantially* altered:
 - FOR MODERATOR ERRORS DURING TOSSUPS: The judge indicates "moderator error" and instructs the moderator to read the next question in the set as a toss up. Questions read incorrectly are discarded and replaced with a question from the same subject (taken from the extra five at the back of the set). This is done *after the last question in the half is read* - provided there is time left on the match clock for that half.
 - FOR MODERATOR ERRORS DURING BONUS QUESTIONS: The judge indicates "moderator error" and instructs the moderator to do an "immediate replacement" from the extra questions. The replacement question should be from the same subject area.
8. Writes T or B next to each question as the match progresses indicating whether the question is a tossup or bonus and indicates which team, if either, answered correctly. It also helps to make notations of the incorrect answers - sometimes this is important when deciding on an inquiry.
9. Rules on the correctness of responses when deferred to by the moderator. The judge may immediately overturn a moderator's ruling. The judge also calls "infraction" on rule violations. Rulings are made and given quickly - "correct/incorrect," "hesitation," "infraction," "moderator error," etc. The judge does NOT explain rulings during a match as that wastes clock time. Explanations can be made during time outs or after time expires in the half if coaches request them.
10. Prompts the team captain for a response to a bounce-back bonus question if the moderator forgets, and also can act as a spotter to allow a student to respond on a toss up should the spotter be slow to recognize students who buzz in.
11. Watches that the correct player answers on tossups, bonuses, and bounce-back bonuses.
12. Calls hesitation on tossups and bounce-back bonuses, or on captain designations for bonuses and bounce-back bonuses. (Both moderator and judge are responsible for calling hesitation.)
13. Stops the match to correct any situation that interferes with the running of the match.
14. Announces that the three-minute inquiry time has begun following each half and receives inquiries from coaches. Announces the rebuttal time.
15. May make an immediate reversal of the moderator's call if done before the next question is read. The judge outranks the moderator.
16. Does NOT initiate inquiries or provide content-related assistance to the coaches.
17. Makes the official ruling on all inquiries. (NOTE: The judge may NOT send an inquiry form to the chief official without ruling on the inquiry himself first.) Confers with the coaches to announce his/her ruling and asks if either coach wishes to send the inquiry to the chief official. (NOTE: There is no chief official in league matches, so the judge's decision is final.)

18. Checks to be sure the scorer makes the corrections to the score sheet should a change result from an inquiry. Also checks the official score sheet against the computer score to check for accuracy after each half.
19. Makes sure the coaches sign the official score sheet. Returns materials to the contest manager.
20. Makes sure the timing of the match is accurate. i.e. The clock starts at the beginning of the match, stops when time out is called, Starts again as the match resumes. Also, that the tossup and bonus timers are started correctly.

Spotter:

The duties of the spotter may be combined with those of the computer operator. Students may serve as spotters. Spotters may NOT make hesitation calls.

1. The spotter immediately recognizes the team name and individual name of the person who buzzes in first on a tossup question.
2. The spotter may "shorten" team names for easier pronunciation with the permission of the match officials. Players may use either first or last names. Students may also use nicknames, but the spotter may shorten these as well, if necessary.
3. The spotter helps by bringing match irregularities (buzzer equipment problems for example) to the attention of the officials.

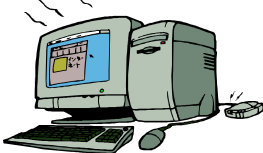


Computer Operator:

The computer operator keeps official time for each half of competition, the time elapsed following questions (tossup and bonus), the time on inquiries, timeout periods, and the time between halves of competition. (S)he also keeps the unofficial score that is visible to the audience and players. The computer operator can also serve as the spotter. Students may serve as computer operators. Computer operators may not make hesitation calls.

The computer operator must be familiar with the operation of the equipment - the computer buzzer system.

1. Times each half by beginning the 10-minute time interval when the moderator begins the first question. At the end of the 10-minute interval, the computer operator calls "TIME."
2. Begins the appropriate response time interval following the reading of a tossup question and calls "TIME" if time elapses. Restarts the timer for the other team if the first team to buzz in is incorrect. Begins the 10 second time interval following the reading of a bonus question and calls "TIME" if time elapses before an answer is given by the captain.



Computer Operators:

When a team buzzes in and is correct on a tossup, do not clear the name off the screen until the bonus question is read. After the bonus is read, clear the name and put in the 10-second bonus time. This will eliminate the opportunity for students to buzz in when they're not supposed to on bonus questions.

3. Stops the match time and times the one-minute period after the moderator announces that a timeout has been called. After forty-five seconds, states that 15 seconds remain in the time-out period. At 60 seconds, the computer operator calls "TIME" to signal the end of the timeout period. Then, (s)he puts in the names of the students who were substituted into the match during the timeout. Restarts the match clock as the moderator begins to read the next question.
4. Begins the timing of the three-minute period for inquiries and rebuttals at the end of each half or overtime period. The computer operator indicates to the judge when the three-minute period has elapsed.
5. Helps by bringing match irregularities to the attention of the officials.



Scorekeeper:

The scorer or scorekeeper keeps the official record of the match score. The computer operator keeps an *unofficial* score that is visible to the audience. The scorekeeper after conferring with the judge, who also keeps track of the points scored, may ask the computer operator to make corrections at the half or during timeouts if the visible score differs from the official score. The judge provides the official score sheet at the beginning of the match.

1. Writes the names of the schools competing on the score sheet.
2. Indicates on the official score sheet if each question is a tossup or bonus question by writing a T for tossup or B for bonus next to the name of the team that buzzed in (or earned the bonus) under the correct question number on the score sheet. The scorer indicates that a team gave an incorrect response to a question by circling the T or B for that question on the score sheet. If a question is not answered correctly by either team, the scorer writes dashes in the spaces corresponding to that question for each team.
3. Compares his/her score with the computer operator's score and the judge's accounting as well. If there are discrepancies, the judge and scorer work together to resolve the problem. The scorer writes the score of each team on the score sheet at the end of each half.
4. Makes changes to the score sheet as necessary after inquiries.
5. Records the name of each official in the match on the score sheet.
6. Gets the signature of each participating coach on the score sheet after the match. The coaches' signatures verify that the match results are correct.
7. Returns the official score sheet to the judge at the end of the match.



Timing the Match

Each half of an elementary quick recall match lasts for 10 minutes or 30 questions, *whichever comes first*.

Tossup Time

Players must ring in within 10 seconds on a tossup.

Bonus Time

Captains (or designees) must *begin* the answer to a bonus question within the 10 seconds allotted for a bonus (or a bounce-back bonus *if the bonus question was interrupted with an incorrect answer.*) The answer does NOT have to be *completed* within the 10 seconds, but at least one syllable of the answer must be said before the timer goes off for the answer to be allowed.

The Master Clock – Official Match Timing

Once the master clock begins to sound the match is over, even if the moderator has questions left in the set. If a player is answering a question when the master clock runs out, the judge and moderator *may only consider the portion of the answer said before the master clock signal began to sound.* (e.g. The question asked for the first and last name of the first U.S. president. The student says, "George", the buzzer begins to sound, and then (s)he says, "Washington." The point cannot be awarded for that answer because it was not completed during the match time allotted.)

Halftime and Inquiry Periods

How long is Halftime Supposed to Be?

Keep the halftime period reasonably short. Halftime should be approximately 10 minutes in length. It could be shorter or longer depending on the number of inquiries filed. The 10 minutes for halftime allows time for the inquiry process and for new names to be input into the computer for the second half.

Players **MUST** switch sides at halftime. This is not optional.

The moderator begins the second half of the match with Question 1 of the second section of questions. The first question in the second half is always a tossup. The left over questions from the first half, if any, remain unread.

Inquiries

- As soon as the Match clock sounds, the moderator announces the end of the half or the end of the match. The judge announces that the computer operator is putting 3 minutes on the clock for the inquiry period.
- Inquiries cannot be accepted after the three-minute inquiry period is over.
- Inquiries cannot be turned in during timeouts. They can only be turned in during the three-minute inquiry period at the half or at the end of the match.
- All inquiries are written. No verbal argument is allowed. The judge should only consider what is written on the inquiry form.
- Coaches should never write the name of the school or a student name on an inquiry form. Refer to schools as "School A" and "School B" or "my team" and "opposing team." If the chief official sees a school name or student name on the inquiry form, that portion of the inquiry form (initial inquiry portion or rebuttal portion) will be disregarded in making a decision.

- Coaches should not file inquiries at the end of the match that do not affect the outcome of the match. Inquiries filed simply to increase the margin of victory are considered poor sportsmanship.

VERY IMPORTANT: Describe the event that instigated the inquiry exactly as it transpired and fill out the inquiry form completely. Remember, the chief official is not in the room watching the match during Mayor's Cup, and therefore (s)he doesn't know anything except what the coaches write on the inquiry form. If the chief official cannot understand what happened, (s)he cannot reverse the judge's initial ruling.

- Anyone can *write* the inquiry, but only the coach can turn it in to the judge. Inquiries can be written at any time during the match, but can only be turned in during the three minute inquiry period.
- Inquiries on first half questions must be turned in at the half. You cannot write an inquiry on a first half question at the end of the match.

NOTE: Parents, audience members and students are never allowed to address the judge and moderator during a match with an inquiry (neither verbally, nor in written form.) If they do so, they will be issued a warning by the judge. If the behavior continues, the judge will have that person removed from the match.

- Coaches may turn in *procedure* or *answer* inquiries.

Possible Procedure Inquiries

Moderator read the question incorrectly
 Clock time is inaccurate
 The wrong player answered a question
 Rules were not applied correctly

Possible Answer Inquiries

Answer on the question set is incorrect
 Judge doesn't accept a correct alternate answer
 Judge accepts an answer that is incorrect or incomplete
 Correct answer is not the first answer given

- Coaches may present evidence from a reliable source to support the inquiry. This evidence must be presented within the allotted three-minute period.

After the judge receives inquiries, (s)he may take some time to look over them with the other officials and make a ruling. The judge **MUST** make a ruling on all inquiries.

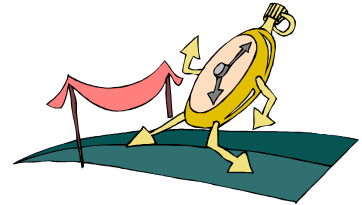
DURING MAYOR'S CUP

- If the judge agrees with the inquiry filed, (s)he may overturn the decision made during the match. At that time, the opposing coach has the right to a three minute rebuttal period if (s)he wishes to send the inquiry on to the chief official.
- If the judge disagrees with the inquiry, (s)he may choose to uphold the initial decision made during the match. At that time, the coach who wrote the inquiry may choose to send it to the chief official.
- The computer operator puts three minutes on the clock again for the rebuttal. At the end of that time period the inquiry is sent out to the chief official. The second half of the match begins right away.
- **DO NOT WAIT FOR THE CHIEF OFFICIAL TO SEND BACK A DECISION ON AN INQUIRY TO START THE SECOND HALF.** This only delays the tournament! All score changes and inquiry resolutions can be handled at the end of the match.

DURING LEAGUE MATCHES

- The judge shows the inquiry to the opposing coach and allows that coach a three-minute rebuttal time *before* making a final ruling on the inquiry. There is no chief official in a league match, therefore that judge's decision is final.

Overtime

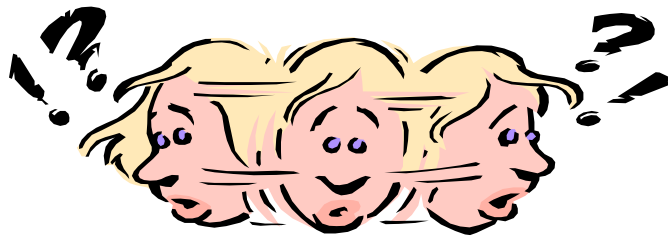


IN LEAGUE MATCHES: No overtime is played. Both teams are credited with a win.

IN MAYOR'S CUP MATCHES: Matches that are tied at the end of regulation play go into overtime. You get the overtime questions from the chief official. Overtime periods begin with a tossup. The tossup-bonus format is followed just as in regulation play.

The first team to score five points is the winner. The only way another tie can result in overtime is through the inquiry process. There is a three-minute inquiry period after the overtime, just as in regulation play.

- Should the resolution of these inquiries produce another tie with both teams at 5 points, the teams go into double overtime. Once again, the first team to 5 points wins. Start each new overtime period with a tossup and the score set to 0-0.
- If the resolution of overtime inquiries leaves neither team with the required 5 points to win, the overtime resumes using the amended score (e.g. After the inquiries are resolved, the score is 4-4. Overtime resumes at 4-4. In this example, the next team to score wins.)



Answers...Right or Wrong?

NEW!! The Correct Way to Read Numbers:

The number 262 should be read as two hundred sixty-two, but two hundred *and* sixty two is also an acceptable answer.

Fractions and Decimals:

Fractions must be reduced to lowest terms but do not need to be given in mixed numeral form. This includes fractions in probability questions. Fractions (including probabilities) may be read as 3 over 5 or three fifths. When spoken, 6/10 and .6 sound the same...six tenths. It is impossible to tell if the student is answering in decimal form or fraction form. Therefore, if a *question* gives the numbers in fraction form, the *answer* must be in lowest terms. The player could not say six tenths. The answer would be three fifths. Judges cannot assume in this case that the answer is being given is in decimal form, because the question was stated in *fraction* form.

If the *question* gives the numbers in *decimal* form, the *answer* six tenths is fine. Decimals can be read as point six, sixty hundredths, and point sixty.

When reading a question with a decimal in it, the moderator should read it in the form “one-point-two-five.”

Probabilities:

Probabilities may be read as 3 to 5, or three fifths, or 3 out of 5. They can be given in decimal form rounded to the nearest hundredth, or as a repeating decimal. Probability answers also can be given as a percent... "60 percent."

When Are Units Required in Math Answers?

Units are always required in math answers, unless they are specifically included in the question. For example, if a question says, "In square feet, what is the area of a 3 ft. by 4 ft. rectangle?" a correct answer would be "twelve" because the unit, square feet, is included in the question. If the question asks, "What is the area of a rectangle 3 feet by 4 feet?" the correct response is "twelve square feet (or feet squared)."

Radicals or Square Roots:

"Radical" is an acceptable substitute term for "the square root of" in math problems. All radicals must be in simplest form.

Pi

In math problems, such as finding the area of a circle, students may give their responses using the word "pi" instead of multiplying by 3.14 or its equivalent, unless the question specifically states otherwise.

Phylum Names

Phylum names in science may be given using either the formal Latin name or its informal equivalent unless the question specifically states otherwise.

Spelling

For spelling questions, players may, but are not required to, pronounce the word in question before spelling it. This allows students to respond as taught for spelling bees.

Capitalization

On spelling questions involving capitalization, the capitalization shall not be required in the response unless specifically stated otherwise in the question; e.g., the response "O-H-I-O" will be an acceptable response to a question that asks for the state represented by the abbreviation OH. It is not necessary to tell which letters are capitalized in a scientific formula or chemical symbol (e.g. Fe for iron can just be "F-E" the player does not have to say, "Capital F, small E."

Full Name or First and Last Name

It is not necessary to give a first name of a person in the answer unless the question specifically asks for it. The optional part of the name will be enclosed in parentheses on the question set. If the student is not required to give the first name, and they give it anyway, that first name *must be correct* along with the last name in order to have that answer ruled correct by the judge. Giving a full name when it's not required *does not* constitute too much information. This is simply further clarifying information, and is acceptable if correct.

Alternate Answers on the Question Set

Acceptable alternate answers are given on the question set. Unforeseen alternate answers may arise during a match. In that case, coaches should use the inquiry process.

Pronunciation

Phonetic pronunciations of answers are considered correct. If an answer is pronounced as it is written or if the match officials believe that the essence of the answer is given, the answer is accepted. Remember, some students are widely read, but have not heard the words they've read

pronounced aloud. The object is to determine if the player knows the answer without a shadow of a doubt, even though he or she is not familiar with its pronunciation. However, students may NOT add syllables or letters to the word's pronunciation or it will be ruled incorrect.

Too Much Information:

An answer is ruled incorrect if the player gives extra information in the answer that was not requested in the question. For example, if a student rings in after hearing, "Of the seventeen men, who were president during the 20th century, only..." and begins to name all seventeen, the answer is incorrect, even if the correct answer is included in the seventeen they name, because too much information was given.

NOTE: This is not the same as further clarifying information, such as giving a correct first name or adding a person's title(e.g. *King* Ferdinand, or *Pope* John Paul) before a name, which *is* acceptable.

This is NOT Jeopardy!

Players may NOT begin their answers with "What is..." or "Who is..." as they do on the TV game show. Hesitation will be called.

Immediate Resolution of Errors on Tossup and Bonus Questions

IF	THEN
<p>Moderator reads the question so inaccurately that the meaning is altered. Neither team has rung in to answer.</p> <p>OR</p> <p>Moderator accidentally gives the answer before either team has the opportunity to answer.</p>	<p>FOR TOSSUP AND BONUS QUESTIONS The judge may interrupt immediately to correct. Or, if the question is beyond salvaging, the judge says "moderator error." If the question is a TOSSUP, proceed to the next question in the set and read it as a tossup. Replace with a question from the same subject area as the question that was thrown out at the end of the half if time allows. If a BONUS question, the judge calls for "immediate replacement." The moderator reads a question from the same subject area from the extra questions at the end of the set immediately.</p>
<p>Moderator accidentally gives the answer after only one team has had the opportunity to answer.</p>	<p>FOR TOSSUP AND BONUS QUESTIONS This is an uncorrectable moderator error. Judge calls "moderator error." No replacement is given. The next question is read as a tossup.</p>
<p>*Moderator mistakenly accepts an answer as "correct" from a player other than the captain on a BONUS question. The player that answered <i>is</i> on the team that <i>earned</i> the bonus.</p>	<p>*The answer is ruled, "correct." A point is given to the team for the bonus.</p>
<p>*Moderator mistakenly accepts an answer from anyone <i>other than the captain</i> of the team that earned the BONUS and it's ruled "incorrect."</p>	<p>*Judge calls "moderator error." The question is thrown out and an immediate replacement from the same subject area is given using the extra questions provided.</p>
<p>ON TOSSUP - Player other than the student who rang in gives answer.</p>	<p>Judge rules "infraction." Answer is not accepted. If the opposing team hasn't already buzzed in with an answer, they get a chance to respond.</p>
<p>**Spotter recognizes the wrong person, but the correct person responds <i>without hesitation</i>.</p>	<p>The response is accepted and is ruled either correct or incorrect. Hesitation rules apply!</p>
<p>Spotter recognizes the wrong person. Neither the correct person, nor the person recognized responds.</p>	<p>Throw out the question. Read the next question as a tossup. No replacement is given.</p>
<p>Spotter recognizes the wrong person, and that wrong person responds.</p>	<p>Throw out the question. Read the next question as a tossup. No replacement is given.</p>
<p>Answer is given by a student other than the person designated by the captain on a bonus.</p>	<p>Judge calls "hesitation" or "infraction." The bonus "bounces back" to the other team. If the infraction occurs on the bounce-back, the next question is read as a tossup.</p>
<p>Answer is given by a student other than the captain or captain's designee on a bounce-back bonus.</p>	<p>Judge calls "hesitation" or "infraction." The next question is read as a tossup.</p>

*NOTE: To avoid this moderator error, moderators should always look directly at the captain of the team that won the bonus and ignore all other comments until *that* captain answers.

**NOTE: This often occurs because the name was not changed in the computer after a substitution. Remember, it is the coach's responsibility to make sure the officials are informed of substitutions and the names are correct. Pay attention during buzzer checks!

Answers Given Under The Following Circumstances Are Always Ruled INCORRECT:

Player answers prior to being recognized by the spotter on a tossup.	Recognition error - INFRACTION
Player responds prior to being prompted by the moderator on a bounce-back bonus.	Recognition error - INFRACTION
*Player hesitates after being recognized by the spotter on a tossup or the moderator on a bounce-back bonus.	HESITATION (Unless the student has a documented and prior-reported speech impairment.)
Player's answer doesn't have a continuous flow after (s)he begins speaking.	HESITATION
Too much information. The player gives more information than the question asks for (excluding further clarifying information, such as correct first names or titles.)	Too much information – INCORRECT Such an answer is ruled incorrect even if the additional information is correct. (e.g. The student is asked to name <i>two</i> presidents of the U.S. and the student names three of them.)
Player begins to answer the question one way then alters his/her answer.	Infraction or too much information - INCORRECT
Player hesitates after being designated by the captain on a bounce-back bonus.	HESITATION
Answer is given after verbally or non-verbally conferring on a tossup.	INFRACTION

In the case of recognition errors and hesitation calls, if the other team has not buzzed in to answer, do NOT rule the answer given as correct or incorrect. Simply state “infraction” or “hesitation.”

*NOTE: There is no exact measure for how long a judge or moderator may wait before making a hesitation call. This is a judgment call by the officials. However, it is best to call hesitations pretty quickly. Delaying hesitation calls can lead to accusations of bias of the officials for one team or another. Therefore, call hesitations if there is even the slightest delay in answering. NO INQUIRIES MAY BE FILED ON HESITATION CALLS OR THE LACK OF HESITATION CALLS.

*NOTE: Students with documented speech impairments are not called for hesitation as long as the coach includes this information on the Mayor's Cup entry form. That student's coach must make the officials and the opposing coach aware of the speech problem before each match begins.

Resolution of Errors Discovered During Inquiry Process

IF	THEN
Tossup is ruled "correct," but is ruled "incorrect" after inquiry.	Subtract one point from the team who won it on the original ruling. Subtract the one bonus point from whichever team won the bonus. (NOTE: If the opposing team won the bonus point in a bounce-back, that point is also subtracted.)
First team to ring in has their tossup answer ruled "incorrect," but it's ruled "correct" after inquiry.	Add one point to the first team. If the second team's answer was ruled "correct" on this question, subtract their tossup point. Also subtract the bonus point attached to this question from whichever team won it. Give the first team a bonus question. This is done off the clock using the same students who were in the match at the time of the question being inquired. (If there are no unused questions remaining in the half, use one of the extra questions provided.) This new bonus question is eligible for a bounce-back.
Bonus or bounce-back bonus answer is called "correct," but is ruled "incorrect" after inquiry.	Subtract one point from that team. No bounce-back is offered to the opposing team.
Bonus answer is ruled "incorrect," but is ruled "correct" after inquiry.	Add one point for that team. If the other team was ruled correct on the bounce-back, subtract a point from that team.
Bounce-back bonus answer ruled "incorrect," but is ruled correct after inquiry	The team receives one point.

NOTE: Extra questions given as the result of an inquiry at the end of the half, are asked *off the clock*.

Remember, a tossup question and its resulting bonus question are always tied together. If a team's tossup is ruled incorrect, the bonus should never have happened, and therefore that point should be removed as well.

Timeouts

- Each coach is allotted two timeouts and one substitution time out per match.
- Timeouts last no more than sixty seconds. If it takes longer than sixty seconds to input new names into the computer, the coaches must cease all conversation with their teams and step away from the players after the 60 seconds allotted. Coaches who continue to confer with their teams after the sixty seconds are up are issued an infraction. If an infraction occurs, when play resumes, the opposing team is given the next tossup question, which only they are allowed to answer.
- If a coach calls "substitution timeout," the coach may confer with his/her players for sixty seconds just as with a regular time out. However, the coach **MUST** substitute at least one player during a substitution time out. Otherwise, it will be charged as a regular time out. If a coach calls a substitution time out, doesn't substitute a player and has used all his/ her regular time outs, an infraction is called. The other team gets a tossup that only they are allowed to answer. A coach may confer with his/her team also when the opposing coach

calls a substitution time out. **WARNING:** If a team has only 4 players present, you cannot call a substitution time out without getting an infraction called because you have no one to substitute into the match.

- A coach may only take a timeout *before* the next *tossup* question is read.
- Timeouts *cannot* be called between a tossup and a bonus question or before a bounce-back on a bonus.
- Timeouts cannot be called in the middle of a question.
- If one coach calls timeout, both coaches may use the sixty seconds allotted to talk to their teams or make substitutions. If a coach calls a “substitution timeout” both coaches may make substitutions, but the coach of the team that did NOT call the substitution time out does NOT have to substitute a player.

Official Timeouts

Officials may call a timeout for:

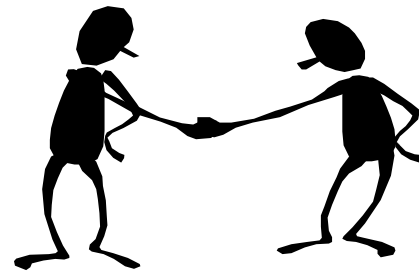
- equipment problems
- timing problems
- conferring with other officials
- controlling the audience

If a coach notices a problem that the officials do not, the coach may say "official timeout" to have the problem resolved. If the officials decide that the coach's official timeout was *legitimate and warranted*, they will declare that the timeout was an "official timeout." If not, the time out will be charged to that coach's team. If the coach had no timeouts remaining when (s)he called the "official timeout," the team will be issued an "infraction." The next tossup will be given solely to the other team. It is NEVER appropriate to call an official timeout to correct the visible score. This will be corrected by the judge and/or official scorekeeper at the half or the end of the match.

Coaches may NEVER demand that a half be replayed because of faulty equipment or for any other reason.

Good Sportsmanship

One of the coach's primary responsibilities is to teach good sportsmanship to his/her team. Coaches are role models to their teams and should always behave with courtesy and respect towards officials, other coaches, and students.



Should anyone behave in a manner that is unsportsmanlike, the judge and moderator have the right to issue a warning and, if not heeded, rule an infraction on their team. (This means the next tossup goes to the opposing team only.) If the behavior still persists, the officials may have that person removed from the room where the match is taking place. In more serious cases, the individual may be asked to leave the competition site.

Poor sportsmanship behavior may include, but is not exclusive to,

- Anyone who refuses to allow the match to continue due to a disagreement with match officials.

- Anyone who blatantly disregards the rules of quick recall, thus disrupting the match.
- Audience members or coaches who attempt to provide answers to players either verbally or nonverbally.
- Coaches who demand that a perfectly functional buzzer system be switched to one his/her team is "more familiar with" and refuses to play with the one provided, thus delaying the match.
- Anyone who participates in behavior that is disruptive to the other team.
- Anyone, who is not a coach, who tries to file an inquiry with the officials.
- Anyone who is participating in illegal or offensive activities.

At Mayor's Cup, one student representative from each team votes for the team that exhibited the best sportsmanship in the tournament. The voting is by secret ballot after all events are over. The team with the most votes will receive the *Dr. Melanie Onnen Sportsmanship Award*. If two teams tie, students will vote again to break the tie. No tie can occur for this award.

What does a Dr. Melanie Onnen Award-winning team look like?

- They shake hands politely with the other team after every match.
- They are gracious losers, because they understand that they can take pride in doing their best, no matter what the outcome. They don't make excuses for losing, or unfairly accuse the other team of cheating. Instead they make plans for how to do better next time.
- They are gracious winners, because they can empathize with the other teams and understand how it feels to lose. They don't want to "rub it in."
- They would never make disparaging remarks about the other teams in the competition.
- They are polite to coaches, officials, and other students.
- They follow the rules at all times and show integrity in everything they do.
- They refrain from making noises or motions during a match that interfere with the other team's concentration.
- They do not file inquiries at the end of a match that will not affect the outcome of the match.
- They do not "run up the score" in a match by leaving their best players in when victory has already been assured.

Reporting Unsportsmanlike Behavior of Coaches and Officials

If officials are required to sanction or remove any individual at a quick recall competition, the officials should write a letter of explanation to:

Janet Morris
 Office of Academic Competition
 VanHoose Annex
 P.O. Box 34020
 Louisville, KY 40232-4020
 Email: janet.morris@jefferson.kyschools.us

These letters will be kept on file. Individuals who receive official sanctions repeatedly may be asked, at the discretion of Office of Academic Competition, not to attend future Mayor's Cup and/or league events.

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