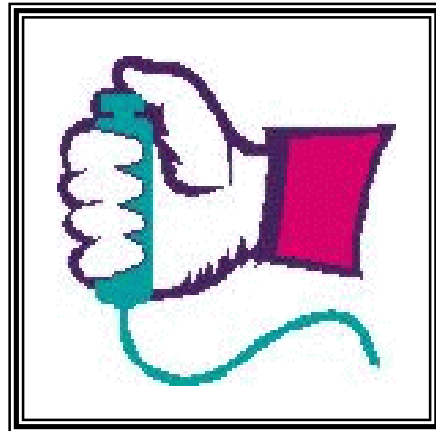


2011-12 Quick Recall Manual



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Quick Recall Rules Changes

1. Governor's Cup/JV Challenge/Showcase 5 team Quick Recall Draw
In the current five-team draw two teams can end up 0-2, but one can earn points for fourth place by virtue of being farther along in the bracket. In the future, if there are two 0-2 teams after Match 6, they would play a match to determine fourth place.
2. State Requirement for Quick Recall Officials
To participate in the State Finals, each school must provide a certified scorer, or a timer who will serve as a buzzer operator. An experienced and competent judge or moderator may also fulfill this requirement, pending KAAC approval. Each official must be available during all Sunday rounds for their particular grade level.
3. Written Assessment/Quick Recall Curriculum – Proposed Revisions
Revisions were made to Governor's Cup, Sixth Grade Showcase and JV Challenge Quick Recall and Written Assessment categories.

Participation Requirements



In KAAC competitions, administrators, coaches, teachers, and parents work together to provide an environment conducive to academic excellence. Here are the requirements for participation in Governor's Cup events:

To Compete In

You Must Provide

Quick Recall--District

One certified official that must be listed on the District Entry Form as a judge or moderator. **The head Quick Recall coach may not serve as the required Quick Recall official.** The required Quick Recall official must be available to serve in any officiating capacity at all times, during any round of Quick Recall. Anyone who serves as a judge or moderator may not help coach their team later in the day, nor may they be involved in the inquiry process.

Quick Recall--Regional

Two certified officials, one of which must be listed on the District Entry Form as a judge or moderator. The team may still compete with only one official offered, but may be fined up to \$25 by the host school. **The head Quick Recall coach may not serve as the required Quick Recall official.** The required Quick Recall official must be available to serve in any officiating capacity at all times, during any round of Quick Recall. To maintain the integrity of the competition, anyone who serves as a Quick Recall judge or moderator may not help coach their team later in the day, nor may they be involved in the inquiry process.

Quick Recall--State Finals (MG/HS)

To participate at State each school must provide a certified scorer, or a timer who will serve as a buzzer operator. An experienced and competent judge or moderator may also fulfill this requirement, pending KAAC approval. Each official must be available during all Sunday rounds for their particular grade level.

Future Problem Solving--District

One certified evaluator (the FPS team coach cannot evaluate in his or her own District)

Future Problem Solving--Regional

One certified evaluator (may be the FPS coach)

Future Problem Solving --State Finals

One certified evaluator (may be the FPS coach)

Written assessment—District and Regional, 8 or more students entered

Two proctors or graders

Written assessment—District and Regional, 7 or fewer students entered

One proctor or grader

Written assessment—State Finals, 4 or more students entered

One proctor or grader – KAAC reserves the right to assign a Middle Grades official to a High School exam and vice versa

Composition—District

One reader

Composition--Regional

The school the District champion represents must provide a reader

Composition--State (MG/HS only)

The school the Regional champion represents must provide a reader

Schools that do not provide a certified coach and AT LEAST one certified Quick Recall judge or moderator may not compete in Quick Recall. Schools that do not provide a certified evaluator and coach may not compete in FPS. Schools that do not provide a Composition reader (see above) may not compete in Composition. Schools that do not provide the required Written Assessment officials, or the second Quick Recall official at Regional, make themselves liable to a maximum \$25 per official fine assessed by the host school.

More on Officials

Quick Recall coaches MUST be certified by a KAAC trainer. Once they receive state certification, coaches may certify the required judge or moderator and any additional officials (see Appendix B). Officials MUST be experienced in the position in which they are placed. The Quick Recall coach or designated certified official must be present at all Quick Recall matches.

Quick Recall officials must be at the disposal of the Contest Manager for the duration of the Quick Recall event. To maintain the integrity of the competition, anyone who serves as a Quick Recall judge or moderator may not help coach their team later in the day, nor may they be involved in the inquiry process.

If you have any questions about Governor's Cup participation requirements, contact KAAC.

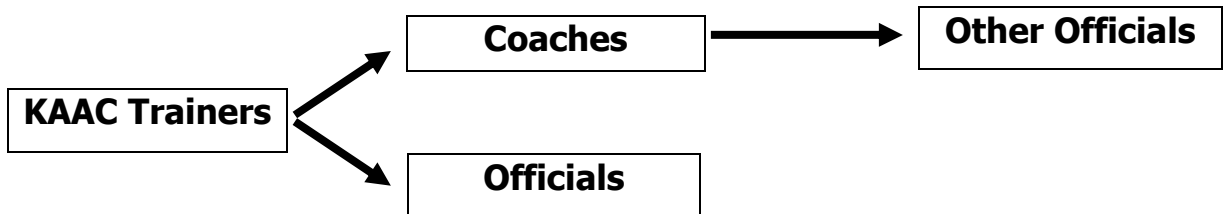


Kentucky Colonels Sixth Grade Showcase and JV Challenge Participation Requirements

Schools that field Quick Recall teams must provide a minimum of two certified officials. Schools that field students in Composition must provide a reader.



How Certification Works



KAAC trainers may certify both officials and Quick Recall coaches. After coaches have been trained by KAAC, they are eligible to train officials. Coaches wishing to train their own officials must COMPLETE their certification and register their officials online - see Appendix B, Coach Certification of Officials.

Officials trained by coaches must complete an online competency quiz before receiving a certification number. For more information, visit kaac.com.

All coaches and officials must have a valid certification card issued through KAAC. This card may be obtained either by attending a KAAC certification session or by being trained by a KAAC-trained coach. **Although KAAC recommends that officials be experienced in their duties, neither past Governor's Cup experience nor officiating in league play is a substitute for KAAC certification.**

Conscientious Officiating

Academic officiating is a worthwhile experience that demands one's full attention; it is not something one can accomplish without certification or experience. Players and adults invest numerous hours preparing for matches, and the teams deserve matches officiated in a fair and competent manner. Quick Recall officials consistently follow these guidelines:

1. Know and review the rules and rule interpretations.
2. PRACTICE by officiating matches.
3. Demonstrate impartiality through a consistent application of the rules.
4. Apply the rules with a kind spirit.
5. Remain alert during the entire match.
6. Work as a team with the other officials during a match.
7. Make quick decisions, but remain flexible. An incorrect decision (other than hesitation calls) can be changed at the end of the half.
8. Pay attention to pre-match details.
9. Take officiating tasks seriously, but remember that students are the focus of the competition.
10. Remember that the officials are in charge of the match.

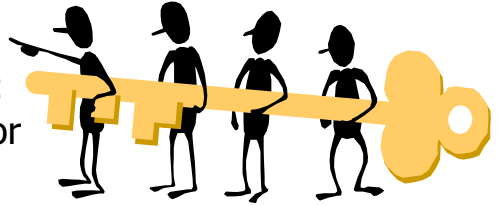


This handbook addresses the rules of the Governor's Cup Quick Recall competition, the duties of Quick Recall officials, and the situations that may develop in a match. It is not possible to include every conceivable problem or rule interpretation. Contact KAAC for further clarification before problems arise; all disputes must be decided at competition sites.

Officials must make judgments about the particular nuances of a given match based on the information in this manual. Good officials understand the rules and are impartial and consistent in their application.

Conscientious Coaching

In order to maintain professional standards of conduct across the state, the Kentucky Association for Academic Competition has adopted the following guidelines for academic team coaches:



QUICK RECALL COACHES . . .

1. Ensure that each player knows and understands KAAC Quick Recall rules.
2. Train their officials in the knowledge and application of all KAAC rules for Quick Recall.
3. Always maintain the highest level of integrity.
4. Shall not place undue pressure upon members of their team or allow others to exert such pressure.
5. Instruct players and their parents not to address officials concerning decisions or match procedures.
6. Encourage positive relationships and good sportsmanship with other teams and players.
7. Follow proper channels for inquiries in the event of a disagreement with match officials.
8. Do not file inquiries at the end of a match that only delay the inevitable outcome or widen the margin of victory. "Informal" requests for answer clarifications are acceptable when students want to know more about a particular question.
9. Show good sportsmanship and sign the official scoresheet at the close of a match, whether they win or lose.
10. Are encouraged to assist in officiating Quick Recall if they have no participating team.
11. Are responsible for their actions. "The match officials or Chief Official may agree to remove from the premises of any contest any person whose conduct is unsportsmanlike, offensive, in violation of the rules, or illegal. The official who removes a person on such grounds shall make a report of the incident in writing to the executive director of the Kentucky Association for Academic Competition. If the person is a student, coach, teacher, official, principal, parent, or other person associated with a member school, the Association may direct that school to prohibit that person from attending or participating in future contests. Failure of the school to comply with such a directive may subject it to termination of its membership by the Board". (KAAC Constitution and Bylaws)

Officials: Frequently Asked Questions

Who may become a Quick Recall official?

- Parents, school administrators, teachers, clergy, representatives from business and industry, and students (in some cases) are all eligible for Quick Recall certification. Relatives of student participants may not officiate in a match in which that student or school team participates.



May students serve as officials?

- Students may serve as equipment operators, spotters, or timers at all grade levels. KAAC recommends that these students be trained in Governor's Cup rules and provided with a certification card (see below).
- High School students may perform in any capacity at the elementary or middle grades level except judge and Chief Official.

May coaches serve as officials?

- Coaches may officiate, but the head Quick Recall coach may not serve as the required Quick Recall official.

As a coach, I understand that I must send or provide at least one official, and that person must be listed on my District Entry Form as a judge or moderator. I'm comfortable certifying that official myself. How do I train that official?

- KAAC-certified coaches may train officials, but not another coach. See Appendix B for more information.

When should I conduct my certification of additional officials?

- The answer is "as early as possible." If you wait until January to make your request, you run the risk of not receiving your officials' certification cards in time for competition. This could jeopardize your school's eligibility for Quick Recall.

How many officials are needed for a Quick Recall match?

- The officials for Quick Recall competition are a moderator, judge, scorer, spotter, and timer. The spotter/timer duties may be combined so that one person performs both functions.

Who are the officials "in charge" at Governor's Cup events?

- The Chief Official is the final arbiter of all rules disputes, and is assisted by an Inquiry Panel. The Contest Manager is charged with managing the competition, including the placement of officials. In a Quick Recall match, the judge is the primary official.

How are officials selected?

- Prior to competition, all coaches attend a Competition Planning Meeting, where they discuss the qualifications and expertise of officials and perform the drawing for placement in the Quick Recall tournament bracket. Ultimately, however, the Contest Manager is responsible for the placement of officials. The coaches at the planning meeting elect the Chief Official.

As a parent, can I serve as my team's required Quick Recall official?

- Yes, but an immediate relative cannot officiate in a match in which that student participates. Keep in mind also that officials must be available to work any match requested, and may not demand to work a particular match.

Quick Recall Rules



Quick recall is similar in concept to the television "college bowl." Two teams of four players each answer questions based on Kentucky school curriculum. Players use a buzzer system and try to beat the clock—and the opposing team—to a correct answer.

A. Format Overview

Players and Substitutions

1. **Exactly four players** must compete at all times. If a team does not have four players to compete, that team must forfeit the match.
2. Any player listed on the District Entry Form may serve as a **substitute**, as long as that player has not participated in three other events at all levels of Governor's Cup combined. Substitutions may be made during a timeout, at halftime, or prior to an overtime period. Refer to the Governor's Cup Coaches' Manual for more information.

Officials

3. The officials for Quick Recall competition are:
 - a. Judge—primary match official; handles inquiry process; supervises other officials
 - b. Moderator—reads questions; gives initial ruling on answers
 - c. Scorer—keeps score and keeps track of timeouts taken
 - d. Timer—keeps match time; could also be buzzer operator
 - e. Spotter—on tossups, recognizes players for their response; could also be buzzer operator

Bracket Placement and Advancement

4. The drawing for placement in the district and regional brackets takes place at the Coaches' Planning Meeting. Here, Quick Recall officials are also discussed and approved.
5. The format for district and regional competition is a double elimination tournament bracket. The format for state competition is modified pool play followed by a single elimination tournament bracket.
6. The district winner and runner-up teams advance to regional competition. In the MIDDLE GRADES and HIGH SCHOOL divisions, the regional winners and runners-up advance to the state finals. ELEMENTARY competition concludes at the regional level.

Permitted Materials

7. Teams may use timing devices during the match to keep time provided these devices do not beep, buzz, or make any noise that distracts the opposing team. Any **timing device** used by the teams is considered UNOFFICIAL TIME.
8. To assist the spotter, coaches must provide for each player a placard or piece of folded paper bearing the school name and player name.
9. KAAC provides pencils. Teams may bring their own writing utensils, nameplates, or timing devices. Scratch paper is provided by the host school. No other items may be used by the participants. After the match has begun, participants are free to make notes on their paper, but each half or overtime must begin with clean paper.

Question Sets and Types

10. Questions are divided equally among the **subject areas** of Mathematics, Science, Social Studies, Language Arts, and Humanities. There are no multiple-choice or yes/no questions. Some questions may require multiple answers and are so designated.
11. Five **extra questions** are included in each set of Quick Recall questions. These questions may be used in case of a correctable moderator error, to replace a discarded question, or if an additional tossup or bonus is needed after an inquiry. Never are more than five extra questions allowed unless overtime ensues. Any question that is replaced must be replaced with a question from the same subject area, when available. If a question from that subject area is not available, officials use the next question in the extra set.
12. There are two main types of questions: tossups and bonuses. There is also a special kind of bonus called a bounce-back bonus.
 - a. Tossup—Either team may answer
 - b. Bonus—Awarded to the team that correctly answers a tossup
 - i. Bounce-back bonus—If a team misses its bonus question, the question “bounces back” to the other team and they also receive a chance to answer.

B. Tossup Questions

1. Each half begins with a tossup question worth one (1) point. There is **no penalty for an incorrect answer**. On a tossup question, any member of either team may buzz in. Response times for tossups are 10 seconds for Elementary players and 5 seconds for Middle and High School players. The **first player** to buzz in before response time expires is **recognized** by the spotter. Players **must answer immediately** after being recognized. A player must buzz in on a tossup question before the allotted response time ends. An answer does not have to be completed in the answer time interval, **UNLESS MATCH OR HALF TIME EXPIRES**, but an **answer must be continuous** once begun.
2. A player may buzz in and **interrupt** the reading of a tossup question, but if that player **hesitates** after being recognized or gives an incorrect answer, the moderator completes the question exclusively for the opposing team, beginning at the start of the sentence that was interrupted, with the appropriate response time.
3. If both teams interrupt a question with an incorrect answer, the moderator shall immediately proceed to the next toss-up without reading the rest of the question, but after giving the correct answer.
4. Tossup questions answered incorrectly after being read in their entirety are not read again.
5. When answering tossup questions, teams may **NOT** communicate orally, by signals, or by passing notes. **Conferring on tossups** will cause the question to be offered exclusively to the opposing team. If the infraction occurs during or after the opposing team's incorrect tossup answer, the question is discarded.
6. A player who correctly answers a tossup earns a bonus question for his/her team, unless time expires or the tossup was the last question in the question set for that half.

YOU MAKE THE CALL!

#1

Team A misses a tossup question. The match judge notices that members of Team B are talking to each other. What call should the judge make?

7. If one team incorrectly answers a tossup question, the opposing team will be given a chance to answer with appropriate response time. The same procedures and rules regarding tossups apply equally to both teams. If the second team offers an incorrect or no answer, the next question is read as a tossup.
8. If an infraction by Team B causes a tossup to be offered exclusively to Team A, and Team A misses the tossup, Team B does not receive a chance to answer.

C. Bonus Questions

1. A team that answers a tossup question correctly receives the right to a one-point bonus question (unless time expires or the tossup was the last question in the question set for that half.). If a team successfully answers its bonus question, the moderator proceeds to the next question as a tossup.

If a team answers a bonus question incorrectly or fails to answer, the bonus question "bounces back" to the other team. For more information on the bounce-back bonus, see Section D.

2. **Both teams may confer** on a bonus question.
3. There are **only two players who may answer a bonus question: the captain or the person whom the captain designates**. Only the captain may answer in the direct fashion. On a "**captain designation**," the captain chooses which other player answers. The captain or designee must begin to answer a bonus before the allotted response time ends. An answer does not have to be completed in the answer time interval, UNLESS MATCH OR HALF TIME EXPIRES, but an **answer must be continuous** once begun.

4. If the captain wishes to **designate** another player, the captain must say, "I designate (name)." That designation must be given without pause; if it is not, a **hesitation** or **infraction** is called. The captain **MUST** use the name by which the designee is being recognized on tossups. No additional time is given; the designee must begin his or her answer before the 10-second answer time is over, and immediately after the captain calls his or her name. If anyone other than the designated player answers, the answer is counted as incorrect and the bounce-back bonus ensues.

The Captain Designation

On a designation, the captain becomes a "secondary" spotter. As soon as the captain designates, the designated student must answer *immediately*, just as he or she would if recognized by the spotter on a tossup.

5. During the 10-second bonus interval on a "regular" bonus question, answers given by the wrong person or after time has elapsed are ignored by match officials. The rule is different for the captain designation.
6. Teams **MAY interrupt** the reading of a "regular" bonus question before it is read completely; if the answer is correct, the moderator proceeds to the next tossup. If the answer is incorrect, the moderator states "incorrect" and re-reads the question for the other team, starting at the beginning of the sentence that was interrupted. The scorer resets the 10-second answer time for the second team.

D. Bounce-back Bonus Questions

1. After a team correctly answers a tossup question, it earns a bonus question (unless half time expires). If a team fails to answer its bonus question, or answers its bonus question incorrectly, the bonus question “bounces back” to the other team. Here’s how it works during a match:

a. After an incorrect answer from the team that earned the bonus question:

1. If the moderator completed the entire question, immediately following an incorrect bonus answer, the moderator states, after turning to the other team, **“Incorrect--captain?”** That captain must then immediately give his or her answer, or designate to another player, as described in C(4) above. Hesitation rules are in effect as soon as the moderator finishes his or her prompt and as soon as the captain begins making the designation.
2. If the moderator was interrupted before completing the entire question, the moderator states “incorrect” and then re-reads the question for the second team, starting at the beginning of the sentence that was interrupted, **with 10-second answer time given**. The captain of the second team may either answer or designate as described in C(4) above.

b. After a team offers no answer to its 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 answer or designate to another player as described in C(4) above. Hesitation rules are in effect as soon as the moderator finishes his or her prompt, and as soon as the designation is begun by the captain, if applicable.

2. Each team may confer quietly while bonus questions are being read by the moderator.

3. Only the team captain or the captain’s designee may answer a bounce-back bonus question. If the captain designates Sally, but Robert answers, the moderator calls infraction and moves on to the next tossup.

4. If the bonus question was read in its entirety for the first team, no extra time is given for the second team to answer a bounce-back bonus. Once time expires for the first team, the

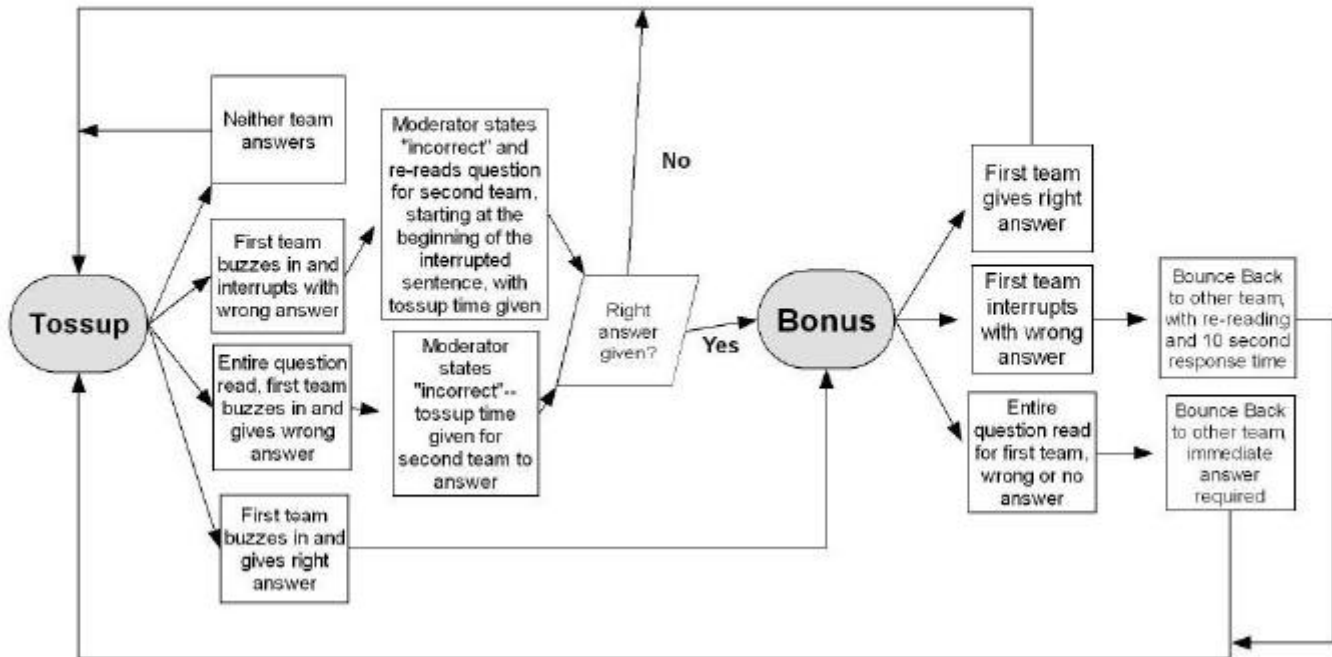
YOU MAKE THE CALL! #2

On a bonus, the 10-second timer goes off during the interval between the captain saying, “I designate Susan,” and her answer. Although Susan begins her answer after the timer sounds, she *does* begin it immediately upon designation, with no hesitation. How should the moderator rule?

moderator prompts the other team for its answer or designation, which must be given immediately by the team captain. The rules for hesitation are in effect as soon as the moderator finishes his or her prompt (see above), using guidelines similar to those in effect after the spotter recognizes players buzzing in on a tossup question.

5. Some buzzer systems may not be set up for the bounce-back bonus, and may only allow the team that earned the tossup to get a bonus point. If so, make it clear to all participants before the match that the score on the buzzer system may not be accurate, and adjust the score as needed during timeouts. As always, the KAAC-certified scorer keeps the official score.

KAAC Quick Recall Tossup/Bonus Format



E. Buzzer Systems

A buzzer lockout system is used during matches.

1. While any type of buzzer lockout system may be used in Governor's Cup, machines with **visible timing devices** are recommended. The type of buzzer systems to be used should be discussed at the **Competition Planning Meeting**. Unfamiliarity with a particular system is not grounds for delay or inquiry. If visual timing is not available, the Contest Manager may use stopwatches, timers, etc.
2. Both teams shall be allowed to **inspect and test** the buzzer equipment prior to the beginning of each half to ensure that the equipment is working properly. Any equipment operating improperly **shall be replaced** before the match begins.

Malfunctions and Errors

3. If any part of the buzzer equipment is operating improperly, participants or coaches should notify the officials of the problem. The moderator will stop the match before the next tossup question to test the buzzer system and repair or replace system components as necessary. If this occurs, the system should be checked before the match resumes. If a coach calls a timeout to bring a verified malfunction to the attention of the match officials, the officials reinstate that coach's timeout. The coach may NOT demand a half be replayed.
4. If the operator fails to reset the buzzer system, officials shall call an equipment error. Officials discard the question and offer an immediate replacement question.
5. If two lights on the same team are lit, the team captain designates which one of the two members,

whose lights are lit, will answer. If buzzer lights are lit for both teams, the question is thrown out and the officials conduct an equipment check.

YOU MAKE THE CALL!

#3

Before a match, the coach from Team A asks the officials to replace the buzzer system set up in the room. The coach asserts that her team has never practiced on the system in question and would have to abandon a good deal of its strategy if forced to use this system. The coach prefers another system that is stored in a separate area of the building. How should match officials handle this request?

YOU MAKE THE CALL!

#4

The buzzer operator fails to reset the system prior to a tossup. Both teams are frantically trying to buzz in. What should the moderator and judge do?

F. Match Timing

Length of Matches

1. A match consists of two equal halves. A half is over when EITHER the allotted time limit OR the allotted number of questions has been reached. The resolution of inquiries may require that a half consists of more than the usual number of questions.

Governor’s Cup—Time and Questions per Half			
	District	Regional	State
Elementary	10 minutes or 30 questions	10 minutes or 30 questions	N/A
Middle Grades	12 minutes or 40 questions	12 minutes or 40 questions	Pool Play—10 minutes or 30 questions. Monday rounds, 12 minutes or 40 questions.
High School	15 minutes or 40 questions	15 minutes or 40 questions	Pool Play—12 minutes or 40 questions. Monday rounds, 15 minutes or 50 questions.

Grade Level	Time in Each Half		Number of Questions
6th Grade Showcase	10 minutes	OR	30 questions
JV Challenge	12 minutes	OR	35 questions

2. **Match timing is ABSOLUTE.** If the half time or match time expires during an answer, the officials consider only the portion of the answer heard before the expiration of time. The only time an answer is allowed after the expiration of time occurs is when a successful inquiry on a tossup necessitates an additional bonus question (and a possible bounce-back).
3. **Halftime** should last five to seven minutes. Teams switch sides at halftime.

Player Response Time

Grade Level	Tossup Answer Time	Bonus Answer Time
Elementary Governor's Cup	10 seconds	10 seconds
Middle Grades Governor's Cup	5 seconds	
High School Governor's Cup		
6 th Grade Showcase		
JV Challenge		

YOU MAKE THE CALL!

#5

The correct answer to a tossup is "Galileo (Galilei)." The first half time is about to expire. A student manages to say "Galileo Gal-" before the timer sounds, ending the first half. Should this answer be accepted?

G. Timeouts

Types of Timeouts, Procedures

- Coaches are allotted two "regular" timeouts and one "substitution" timeout during regulation play. All timeouts are one minute.
- Only a coach may call a timeout. The coach is responsible for designating the type of timeout called.
- Each team is awarded an additional regular timeout for each overtime period.
- Coaches may confer with players during either type of timeout. However, if players or coaches from one team are not ready to begin play after the timer has called "time," the next tossup is offered to the other team only.

When Timeouts May Be Called

- A timeout can only be called when the next words from the moderator are "<question number>, tossup." For a timeout to be granted by the match officials, the coach must call it before the moderator begins the body of the question itself.

Situation	May a timeout be called?
After a successfully answered bonus or bounce-back bonus	YES
After both teams miss a bonus	YES
After both teams miss a tossup	YES
Between a tossup and a bonus	NO
Between a missed bonus and a bounce-back bonus	NO

Substitution Timeouts

6. If "substitution timeout" is called, the coach **MUST** substitute at least one player. **Coaches are responsible for informing officials of substitutions.** Both coaches may substitute players, regardless of who called the substitution timeout.

Errors in Calling Timeouts

7. If a coach has exhausted his or her "regular timeouts" and calls "timeout", the judge shall inform the coach that a substitution is mandatory.
8. If a coach calls "substitution timeout" but has already taken one, that team is charged a regular timeout.
9. If a team has exhausted all of its regular and substitution timeouts, and the coach attempts to call a timeout, the officials shall offer the next question as a tossup exclusively to the other team.

YOU MAKE THE CALL! #6

During a timeout, the coach tells Sally to replace Jenny, but fails to inform the officials of the substitution. When play resumes, Sally buzzes in on a tossup question and responds when the spotter calls Jenny's name. How should the match officials rectify this student mix-up?

Requesting an Officials' Timeout

10. If a coach believes that significant errors are being made by the match officials, buzzer equipment is malfunctioning, or a situation has arisen that endangers health or safety, that coach may call a timeout to bring the situation to the attention of the match officials. The match officials may, but are not obligated to, declare the timeout an "**officials' timeout**" and reinstate the timeout taken by the coach.

YOU MAKE THE CALL!

#7

A coach feels that the moderator in a match is reading very slowly, interfering with her team's play. May she call an officials' timeout to bring this to the attention of the match judge?

11. At his or her discretion, the judge may declare an extended delay during an officials' timeout. If this occurs, coaches may confer with players. When play is ready to resume, the coach must return to his or her seat immediately upon the request of the moderator. Failure to do so shall result in the next tossup being offered solely to the other team.

H. Inquiry Procedure

Acceptable Inquiries

Only a head coach may file an inquiry. There are two types of inquiries: **procedure** or **answer**. All **inquiries must be in writing**; no contest official is to answer any inquiry that is not written. Although coaches must present all inquiries, there are no restrictions as to who may write the inquiry. Officials may ask a coach for clarification of a written inquiry, but **no oral argument** is allowed. Coaches may submit supporting material to support their position. **No inquiries on hesitation calls**—or the lack thereof—are allowed.

- a. ACCEPTABLE AREAS OF PROCEDURAL INQUIRIES
 - Questions read inaccurately
 - Challenges relating to the timing of a match
 - Answers by incorrect individuals
 - Application of rules

- b. ACCEPTABLE AREAS OF ANSWER INQUIRIES
 - Answer stated in the question set is incorrect
 - Correct alternate answer is not accepted by the judge
 - Correct answer is not the first answer given
 - Incorrect or incomplete answer is accepted by the judge

Inquiry Procedure Timeline

1. The time in a half or overtime expires—judge notifies coaches that the three-minute inquiry period has begun.
2. Coach files written inquiry within three-minute period.
3. Judge considers inquiry and informs coaches of initial ruling.
4. Either coach informs judge if he/she wishes the inquiry to be sent to the Chief Official.
5. If so, judge notifies the coach who did not file the inquiry that the three-minute rebuttal period has begun.
6. After rebuttal, judge sends inquiry to Chief Official.
7. If the inquiry is filed at halftime, the judge begins the second half and does NOT wait for the inquiry to be returned from the Chief Official.
8. Coaches may confer with players while officials are waiting for inquiry results to return to the competition room at the end of a match.

Inquiry Procedure

1. Inquiries may only be presented at the **end of the half or overtime** in which the alleged infraction occurs. A coach may consult with his/her team concerning possible inquiries. Any inquiries regarding the just-completed half or overtime must then be lodged in writing by the team coach and presented to the match judge within **three (3) minutes**. When requested by coaches, officials shall re-read a question during the inquiry period for clarification purposes.
2. The **judge** rules upon all inquiries after the half in which they occur. The judge renders an initial decision and may consult with the other officials. **THE JUDGE MUST MAKE A RULING AND MAY NOT SIMPLY DEFER TO THE CHIEF OFFICIAL.** If the judge's decision is not to the satisfaction of both coaches, either coach may direct that the inquiry be sent to the Chief Official for review of the judge's decision.
3. At such point, the coach not lodging the original inquiry has three (3) minutes to present a **rebuttal** in writing on the inquiry form. The coach filing the original inquiry may not amend or add to the original inquiry submitted.

4. **Decisions of the Chief Official are final and cannot be appealed.** "All disputes involving events occurring at a contest (correctness of answers, timing or scoring errors, rules interpretations) shall be resolved by the officials at the contest site. If the officials cannot agree, the Chief Official makes the final decision" (KAAC Constitution).
5. If a coach identifies a team name in the inquiry, the Chief Official shall ignore the inquiry. If a coach identifies a team name in the rebuttal, the Chief Official shall ignore the rebuttal.
6. Should a coach feel that a Chief Official was in error regarding a ruling, a **formal letter** may be submitted to the KAAC executive director. If the executive director finds the Chief Official in error, a letter of clarification will be issued to the coach and Chief Official. However, once a match has been completed, all results are final. KAAC has no overruling authority.

Resolution of Inquiries, Adjusting Scores

SITUATION	RESOLUTION
1. A tossup answer is called correct. It is later ruled incorrect through inquiry.	Subtract one point, and any and all points that resulted from this answer (including the team's resulting bonus point or the other team's bounce-back bonus point, if applicable).
2. A tossup answer is called incorrect. It is later ruled correct through inquiry.	Add one point; subtract any and all points that resulted from this question (including the other team's tossup point, bonus point, or the inquiring team's bounce-back bonus point, if applicable). Offer inquiring team a bonus question, which is eligible for bounce-back.
3. A bonus answer is called correct. It is later ruled incorrect through inquiry.	Subtract one point. No bounce-back bonus is offered to the other team.
4. A bonus answer is called incorrect. It is later ruled correct through inquiry.	Add one point; if applicable, subtract bounce-back bonus point from other team.
5. A bounce-back answer is called correct, but later ruled incorrect through inquiry.	Subtract one point. No bounce-back bonus is offered to the other team.
6. A bounce-back answer is called incorrect, but later ruled correct through inquiry.	Add one point.

1. **Do NOT adjust the score at halftime for inquiries that go to the Chief Official.** If the Chief Official makes a decision that causes a change in score, adjust the score at the end of the match. If the inquiry is NOT sent to the Chief Official, but decided in the room, the score is changed at halftime. The second half of competition is not delayed for inquiries that are sent to the Chief Official after the first half.

- Inquiries that are ruled favorably upon by the judge or Chief Official may affect the match score. The guidelines above show how to adjust match scoring after successful inquiries resulting from various match situations.
- If an inquiry results in a change in score (points added or taken away), all points earned as a result of that answer are taken away, including any bounce-back bonus points earned. Therefore, a team that feels the other team's "correct" tossup answer should be struck down may end up losing its own bounce-back bonus point as part of the inquiry.

All bonus questions awarded as a result of inquiries are eligible for bounce-back. The only time an incorrectly answered bonus question does NOT have to be followed by a bounce-back bonus occurs when half or match time expires, or in the special situation described in Item #3 above.

- When a completed inquiry requires that a team be offered an additional question, that question is given WITHOUT time running on the clock. The question can be taken from the previous half's unused questions or from the extra questions provided at the back of each set.

YOU MAKE THE CALL!

#8

An overtime period is in progress with Team A leading Team B by a 3-2 score. Team B's tossup response is ruled incorrect; Team A responds correctly and also responds correctly to the resulting bonus, seemingly ending the match at 5-2. Team B files an inquiry that its response is an acceptable alternate answer; it is upheld. How does this overtime proceed?

YOU MAKE THE CALL!

#9

An individual from Team A answers a tossup and the response is allowed. Team A is then given a bonus question, which it answers correctly. Following an inquiry it is determined that Team A's tossup response was actually incorrect. How does the match proceed?

YOU MAKE THE CALL!

#10

After Team A's bounce-back bonus response was ruled incorrect, the coach shouts out, "That was correct!" How should the officials handle this?

YOU MAKE THE CALL!

#11

Team B's tossup response is ruled incorrect. Team A then answers the tossup, and misses the bonus, which Team B then picks up as a bounce-back. On an inquiry, Team B's initial tossup response is ruled correct. How should the match proceed?

YOU MAKE THE CALL!

#12

Team B is ruled correct on a tossup, misses the bonus, which is picked up by Team A on the bounce-back. An inquiry by Team A finds Team B's tossup response incorrect. How should the match proceed?

I. Forfeits

1. Matches begin promptly; **no match is delayed** for a tardy team or player. Teams that refuse to begin play or are not ready at match time may forfeit the match, based on the decision of the Chief Official. Before a Quick Recall forfeit can be declared in any KAAC event, however, Contest Managers must make an attempt to contact the coach of the team that is in jeopardy. All coaches shall list their contact number on the event's Entry Form.
2. Quick Recall teams that forfeit the final Quick Recall match are disqualified and may not advance from District to Regional or from Regional to State. In this case, the third place team will advance instead.

J. Overtime

1. Ties are decided in an overtime period that continues under the tossup/bonus format. Overtime begins with a tossup question. The first team to score five (5) points is the **winner**.
2. **Questions not used** during regulation time may be used in an overtime period. If these questions are not sufficient, KAAC provides extra questions for officials to use.
3. In an overtime period, if the amended score following an inquiry results in neither team having the required five points to win the match, the overtime is resumed from the amended score until a winner is clearly decided. If the amended score is 5-5, an additional overtime begins with no score.



Quick Recall Inquiry Form



COACH complete this section:

HOST SCHOOL _____ DISTRICT # _____ REGION # _____ DIV: EL / MG / HS
 DATE _____ ROUND # _____ ROOM _____ LEVEL: DISTRICT / REGION / STATE
 INQUIRY TYPE: PROCEDURE / ANSWER HALF: 1 2 OT QUESTION # _____ TOSSUP/BONUS/BOUNCE-BACK

Complete description of inquiry: Be clear about (1) *who said what* and (2) *why* you are inquiring. **NO** team names!

JUDGE complete this section:

Ruling: _____ YES, I agree with this inquiry. _____ NO, I do not agree with this inquiry. Inform the coaches of your decision.
 Does either coach want the inquiry to go to the Chief Official? _____ NO _____ YES (if so, begin 3-minute rebuttal period and give this inquiry to the opposing coach) Signature of Judge _____

OPPOSING COACH complete this rebuttal section:

(use the back if needed)

CHIEF OFFICIAL complete this section: _____ YES, the judge's decision was correct _____ NO, the judge's decision was incorrect

Comments/Instructions:

Signature of Chief Official _____

K. Guidelines for All Officials

1. Officials shall provide **immediate** and **courteous application** of all rules.
2. All officials, regardless of experience level, must **officiate at least three team practices, league matches, or formal scrimmages** prior to Governor's Cup Competition. Officials owe it to the students to be prepared!!
3. A question may be **discarded** only after consultation with the Chief Official prior to the Quick Recall competition.
4. Prior to a match, the judge should **review the inquiry procedure** with the coaches.
5. WHEN IN DOUBT, the moderator and judge should ACCEPT ONLY THE ANSWER(S) ON THE ANSWER SHEET.
6. With the exception of emergency situations, individuals may not enter or leave the competition room while the match clock is running.
7. **Videotaping** of matches is allowed if, in the judgment of the officials, it is not a distraction. The officials should make sure the cameras do not leave the room once the match begins. Electronic playback devices are NOT to be used in the inquiry process. KAAC reserves the right to allow or disallow taping of any or all KAAC matches.
8. **Palm pilots, cell phones, and pagers:** Moderators should also ask the audience to turn them off before each match. If an active player in a Quick Recall match uses a cell phone or other electronic communication device, that match is forfeited. If a student's device is put away, but creates a disturbance by ringing or vibrating, the phone shall be confiscated and returned to the student after the competition.
9. Thirty (30) minutes prior to the first match, officials shall **check for equipment details:** buzzer system, scoreboard, chalk, erasers, extension cords, tables, chairs, name cards, pencils, paper, and stop watches.
10. Immediately prior to the match, the moderator shall **introduce** the officials, **emphasize** major rules, and **caution** the audience against any disturbance that may disrupt the match.
11. Match officials shall be prepared to make **judgment calls**. Once a decision has been made, the official shall concentrate on the match, not on past decisions. At some point each official is required to make a decision that determines or changes the outcome of a match. Officials must act with confidence founded on preparation.
12. Officials will exercise the following positive **human relations skills:**
 - Act with a kind spirit.
 - Act with certainty, never defensively.
 - Never argue. Walk away from irate individuals.
 - Be an effective listener, but do not prolong discussions.
 - Move discussions away from students and spectators to a quiet area.

The "secret" to being an **effective official** is maintaining an atmosphere of **authority, not arrogance**. This can be accomplished by a thorough **knowledge of Quick Recall rules** and an **efficient yet pleasant demeanor**.

L. Guidelines for the Judge

The judge is considered the primary official of the five match officials. The judge coordinates match preparations, including the supervision of the other officials.

The judge has the following responsibilities:

1. **Obtains match materials** from the Contest Manager (two copies of questions, scoresheet, inquiry forms, stop watches, and scratch paper).
2. **Makes sure equipment is working** prior to match and reviews duties with other officials.
3. **Reviews** the **inquiry procedure** with coaches.
4. **Gives** one copy of the **questions** to the moderator, and the scoresheet and the two teams' District Entry Forms to the scorer.
5. **Previews** match questions with the moderator.
6. **Ensures** student **scratch paper** is unused prior to each half of competition or overtime.
7. **Confirms** the correct reading of a question and **stops** the moderator if the question is misread so that it is SUBSTANTIALLY altered.
8. **Writes** next to each question if the question is a tossup (T) or bonus question (B), and notes which team, if either, correctly answers the question. It also helps to make a **written notation** of incorrect answers, if it does not delay the match. (See Appendix A)
9. **Rules** on the correctness of answers (when the moderator asks for a ruling) and on rules violations. **Rulings** are given quickly with a simple "yes/no," "correct/incorrect," "hesitation," "infraction," or "moderator error" indication. The judge does NOT explain rulings during match time.
10. **Reminds** a negligent moderator to prompt the team captain for an answer to a bounce-back bonus question.
11. **Calls "hesitation"** when a player fails to respond or hesitates after being recognized by the spotter (or moderator on a bounce-back bonus, or captain on a bonus designation). All adult, certified match officials must make appropriate hesitation calls.
12. **Stops** the match to correct any **situation interfering** with the efficient completion of the match.
13. **Announces** that the three-minute **inquiry period** has begun following each half and receives inquiries from coaches. If the inquiry is to be sent to the Chief Official, he/she announces that the three-minute rebuttal period has begun.
14. **May make** an immediate **reversal** of a decision if the reversal is done before the next question is read (e.g., "correct, incorrect").

The Role of the Judge

The duties of the judge are listed first in this manual because the judge is the *primary* match official. Although the judge might never speak during playing time, the judge should be the most knowledgeable official present.

15. **May not initiate inquiries** or **provide** content-related assistance to coaches.
16. **Makes** the **initial ruling** on inquiries filed. This may be done with or without conferring with other match officials. **THE JUDGE MUST MAKE AN INITIAL RULING AND MAY NOT SIMPLY DEFER TO THE CHIEF OFFICIAL.**
17. **Directs** the scorer to make the appropriate change(s) on the official scoresheet following the resolution of an inquiry that results in a **score change**.
18. **Returns** the signed scoresheet, inquiry forms, and the two copies of questions to the Contest Manager following each match.

Judge--checklist of pre-match duties:

- Preview questions with moderator
- Obtain match materials
- Check buzzer equipment and timing devices
- Review inquiry procedure with coaches
- Give questions to moderator, scoresheet to scorer
- Ensure that scrap paper is available and unused (also at halftime and before overtime)

M. Guidelines for the Moderator

The moderator is largely responsible for the flow of a match, controlling the pace of the match through effective verbal skills. The moderator reads each question and makes the initial ruling on each answer. Important: the moderator avoids extraneous comments during a match. This wastes valuable playing time!

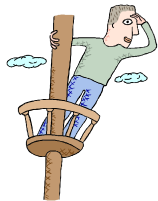
The moderator performs these duties:

1. **Reviews match questions** with the judge. The moderator and judge should allot at least 30 minutes preview time for each round of questions. More time may be allocated for this process, providing the security of the questions is maintained. This time is spent previewing the questions and noting unfamiliar portions, especially mathematical symbols and/or pronunciation. Officials DO NOT discard or replace the questions, but may make minor corrections such as typographical errors or pronunciation clarifications. Any major changes MUST be approved by the Chief Official.
2. **Ensures** that each player has a writing instrument and blank paper. The moderator then calls the names of the players, makes sure their names coincide with their buzzers, and assists the judge with the buzzer check before each competition period.
3. **Introduces** the officials, coaches, and student participants to the audience prior to a match, briefly reviews the rules, and introduces any substitutes following a timeout and at the start of the second half. Substitutes check their buzzers when introduced.
4. **Reads** each question preceded by its number and its tossup/bonus status. Do NOT say,

"Question number one is a tossup question," –this wastes valuable playing time. Rather, say, "One, tossup." He/she also notes on question set whether each question is a tossup (T) or bonus question (B).

5. **Stops** match time to correct **problems** that interfere with the proper running of the match. These problems could include—but are not necessarily limited to—equipment difficulty, rules clarifications, or disruption by participants or audience members.
6. **Gives** the **initial evaluation** of the answer. The acceptable responses by the moderator are the following: "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. **EVALUATION OF ANSWERS MUST BE MADE QUICKLY.** The moderator may make an immediate reversal of his or her decision (e.g., "correct, no, incorrect").
7. **Reads** the **correct answer** after both teams miss a tossup, time expires for a tossup, or both teams miss a bonus.
8. **Speaks clearly** and **correctly**. Moderators do not attempt to rush through the questions, but combine speed with good diction.
9. **Announces** the score during timeout periods and at the end of each half. If a match score is altered following an inquiry, the moderator announces the change(s).
10. **Does not indicate** to a player, by word or by a pregnant pause, to be **more specific** or to give **more information** in situations where a player gives an incomplete answer. Answers are evaluated in their initial form. The moderator may ask a player 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.
11. **May not ask** the team or team captain for an answer to a bonus question that team has earned by answering a tossup. The moderator does, however, prompt the team captain to answer a bounce-back bonus question. See page 10 for more information on how the moderator administers the bounce-back bonus.
12. **Calls "hesitation"** when a player fails to respond or hesitates after being recognized or designated. All adult, certified match officials must make hesitation calls. **NOTE:** High school students can be certified to serve as moderators at the elementary or middle school level. A high school student, when serving as moderator, may make hesitation calls.
13. **Gives** his/her copy of the **questions** to the judge at the end of a match.
14. **May not indicate** to teams that **time** is expiring on either a tossup or bonus question.

N. Guidelines for the Spotter



The spotter **recognizes** the team and individual who buzzes in first on a tossup question and may also operate the buzzer equipment. The duties of the spotter may be **combined** with those of the timer, or a separate buzzer operator may be used. While students may serve as spotters, only adult, certified spotters may make hesitation calls.

Equipment: Lockout buzzer system supplied by participating teams.

The spotter has these responsibilities:

1. **Helps** the judge and moderator **determine** that **each buzzer works** properly prior to competition.
2. Immediately **calls** the name of the school followed by the name of the player when that player buzzes in. The spotter may "shorten" team names to versions that, in the judgment of the match officials, accurately represent the school in question. For student participants, either first or last names may be used. Players may also use "nicknames", but these may also be shortened by the spotter as deemed necessary and must be appropriate for use.
3. If working as a system operator, **resets** the equipment if the answer to a tossup question is ruled incorrect. If the answer to a tossup question is ruled correct, the spotter delays resetting the equipment until the bonus question is answered or time expires. This prevents inadvertent buzzing in on bonus questions by either team.
4. **Looks** for **conferring** among players during tossup opportunities and **notifies** the judge if conferring is observed.
5. **Helps** other officials run a smooth match by giving advice when consulted and by bringing match **irregularities** to the attention of the appropriate official.
6. If a certified, adult match official, **calls "hesitation"** when a player fails to respond or hesitates after being recognized by the spotter (or moderator on a bounce-back bonus, or captain on a bonus designation). All certified match officials must make appropriate hesitation calls. The spotter **MAY** correct an incorrect calling of a player's name (e.g., "Team A, Sam...no, Sally").
7. **Prepares** the contest room prior to the match.
8. **Is familiar** with the equipment used during the match. This is accomplished by officiating league or practice matches.

YOU MAKE THE CALL!

#13

Before a match, a coach insists that the spotter refer to her team by long "nicknames" rather than their given names. The opposing coach feels that such long names would give that team more time to prepare its answer. How should the spotter and match officials handle this situation?

O. Guidelines for the Timer

The timer 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. The timer may also serve as the spotter. Only certified, adult timers make hesitation calls.



Equipment: Three timing devices are required in a Quick Recall match: two to keep the time of the half and one to keep the response interval following the reading of questions. Some buzzer systems combine these functions, and will allow the timer to also spot.

The timer performs these tasks:

1. **Checks** equipment prior to each half.
2. **Times** each half by beginning the 15-, 12-, or 10-minute time interval when the moderator begins the first question. One timing device is used; the second serves as a backup device. At the end of the 15-, 12-, or 10-minute interval, the timer calls, "TIME."
3. **Begins** the **answer time** interval and **calls "TIME"** (1) if time elapses following the reading of a tossup question, or (2) following the first "incorrect" call by the moderator to a tossup question.
4. **Begins** the appropriate time interval and **calls "TIME"** if time elapses following the reading of a bonus question.
5. **Helps** judge **determine** if a player buzzed in prior to the end of the time interval for a tossup question or if an answer was initiated prior to the end of a time interval for a bonus question.
6. **Helps** the judge **determine** if a player has completed an answer prior to the end of a half.
7. **Stops** the **match time** and **times** the one-minute period after the moderator announces that a timeout has been called. After forty-five seconds, the timer states, "15 seconds," so that coaches and teams are aware of the time remaining. At 60 seconds, the timer calls, "TIME!" and restarts the match timepiece at the moderator's signal.
8. **Begins** the timing of the three-minute **inquiry period** and **rebuttals** at the end of each half or overtime. The timer indicates to the judge when the three-minute period has elapsed.
9. **Helps** other officials run a smooth match by **giving advice** when consulted and by **bringing match irregularities** to the attention of the appropriate official.
10. If the timer is a certified adult, **calls "hesitation"** when a player fails to respond or hesitates after being recognized by the spotter (or moderator on a bounce-back bonus or captain on a bonus designation). All adult, certified match officials must make appropriate hesitation calls.
11. **Is careful not to call "time" after** a player begins his or her answer, unless half or match time expires.
12. **Looks** for **conferring** among players during tossup opportunities and **notifies** the judge if conferring is observed.

P. Guidelines for the Scorer

The scorer keeps the official record of the match score. There may be an unofficial scorer keeping score on a chalkboard, scoreboard, or other device.

Equipment: An official KAAC scoresheet provided by the judge.

The scorer performs these tasks:

1. **Indicates** on the official scoresheet if each question is a **tossup or bonus** question. In addition, the scorer indicates which team, if either, gives a correct answer to a question. It may be necessary to alter these indications following an inquiry.
2. **Writes** the **score** of each team on the scoresheet at the end of each half.
3. **Obtains** the **signature** of each participating coach on the scoresheet after the match, verifying that the indicated match results are correct.
4. **Returns** the official **scoresheet** to the judge following a match.
5. **Assists** other match officials run a smooth match **by giving advice** when consulted and **by bringing match irregularities** to the attention of the appropriate official.
6. **Checks District Entry Forms** to help ensure that all participating players are listed.
7. If the scorer is a certified adult, **calls "hesitation"** when a player fails to respond or hesitates after being recognized by the spotter (or moderator on a bounce-back bonus, or captain on a bonus designation). All certified, adult match officials must make appropriate hesitation calls.

YOU MAKE THE CALL!

#14

A player from Team A responds to a question. At the same time, the match judge states "hesitation" while the match moderator states "correct." What ruling should the judge make if the question is a (a) tossup or (b) bonus question?

Q. Rules Clarifications

Hesitation

1. Players must begin their answer IMMEDIATELY after being recognized by the spotter on a tossup. The captain must respond immediately after being prompted by the moderator on a bounce-back bonus. The responding player must answer immediately after being designated by the captain on a bonus or bounce-back bonus.

Due to the limitations of timing equipment, there is **no precise time interval** set forth. **Hesitation calls are judgment calls** made by the adult officials. A good rule of thumb is that if an official has time to wonder whether or not a player is hesitating, he or she probably is.

2. Once the player begins an answer for a tossup or bonus question (including multiple answers), that answer must be **continuous**.
3. **No inquiries** may be filed on either hesitation calls or the lack thereof.
4. Quick Recall competition is open to all students. **For a student to be given special consideration by the officials due to a speech disorder, that student's condition must be verified on the school's District Entry Form.** It remains the coach's responsibility to inform the match officials of the student's condition prior to the match. Consideration may be given as long as that student begins his or her answer immediately after being recognized. Braces on one's teeth are not considered a valid excuse for hesitating.
5. Hesitation rules on the **bounce-back** bonus are in effect as soon as the moderator prompts the team captain for his or her answer, using the same guidelines given in Item #1 above.
6. If the captain wishes to **designate** on a bonus, both the designation and the answer must be given without pause. If a pause occurs, the officials must call hesitation.
7. All adult, certified match officials must make hesitation calls. NOTE: High school students can be certified to serve as moderators at the elementary or middle school level. A high school student, when serving as moderator, may make hesitation calls.

Answer/Recognition Errors

1. Once a player begins an answer to a question, the answer may not be altered in any way. Applicable calls include "infraction," "hesitation," or "too much information".
2. If a player gives a multi-part answer, the TOTAL answer heard by the moderator and/or judge is considered the official answer. This means that if a player offers more than one piece of information when the question asks for a single answer, the answer given by the player would be judged incorrect by the moderator and/or judge without regard to the order in which the player gave his/her multiple answer.
3. When players are asked to provide a list in a response, stating the word "and" before the last item in the list shall not disqualify an answer.

4. Counted **incorrect** are answers given under these conditions:
 - ✓ Prior to recognition by the spotter on tossups
 - ✓ Prior to recognition by the moderator on a bounce-back bonus
 - ✓ Prior to designation by the captain on a bounce-back bonus question.
 - ✓ After a hesitation, whether designated by the spotter or captain on a designation
 - ✓ After oral, written, or non-verbal conferring (on tossups)
 - ✓ By the wrong (undesigned) person on a captain bonus designation
 - ✓ By the wrong person on a tossup (unless spotter or moderator error--see below)

Answers Given by the Wrong Person—Resolutions

5. If the spotter recognizes the **wrong player** and the **correct player responds**, the answer will be accepted as either correct or incorrect.
6. On a tossup, if the moderator mistakenly accepts a correct answer from an unrecognized player, the officials must correct this error immediately by discarding the question. If not, this is an uncorrectable error; no penalty may occur later.
7. If the spotter recognizes the **wrong player** and that **(wrong) player responds**, the **question is thrown out** and the next question in the question set is read as a tossup for both teams. No replacement is given.

Question Type	Resolution
Tossup	Answer given by player who did not buzz in--officials call "hesitation" or "infraction" and offer question to other team if applicable (unless spotter error).
"Regular" Bonus No designation	Answer given by someone other than captain is ignored--if captain answers during 10 seconds, allow answer.
"Regular" Bonus Designation	Answer given by someone other than designated player--officials call "hesitation" or "infraction" & offer bounce-back to other team.
Bounce-Back No designation	Answer given by someone other than captain--officials call "hesitation" or "infraction" and move on to next tossup.
Bounce-back Designation	Answer by non-designated player--officials call "hesitation" or "infraction" and move on to next tossup.

8. If the spotter recognizes the **wrong player** and **neither the wrong player nor the correct player responds**, the question is **thrown out** and the next question in the question set is read as a tossup for both teams. No replacement is given.
9. On a "regular" bonus question prior to captain designation or captain response, the moderator should ignore answers given by anyone other than the captain. If a moderator errs, however, and accepts an answer as correct from **someone other than the captain**, that is an **uncorrectable moderator error**. The point must be awarded.

This usually occurs when the moderator mistakes the team conferring for the team's actual response. Although the moderator should be careful to not accept any answer unless it is from the captain or a designee, if he/she does the team should not be penalized.

If the same thing happens, and the moderator rules "incorrect", the question is thrown out and immediately replaced with one from the same subject area in the extra questions.

10. If the moderator accepts a player answer from Team A, but the judge overrules the moderator and calls the answer incorrect, a correctable moderator error has occurred. Team B receives a chance to answer the question if they would have done so under normal rules.

YOU MAKE THE CALL!

#15

The coach of Team B, during his team's bonus, uses hand gestures to give a "stop....think....5...4...3.." message to his team as bonus time counts down. Is this okay?

What Officials' Errors are Correctable?

1. Because Quick Recall is a timed event, **most official errors are uncorrectable**. The guiding question is this: "Did both teams receive a chance to answer?"
2. Whether an error is correctable often depends on **whether either team has answered**. The most common moderator error is **giving away the answer prematurely**.

If the moderator inadvertently reads the answer to a tossup before either team buzzes in and answers, the question is thrown out. The next question is read as a tossup for both teams, and a replacement question is given at the end of the half, if time permits. If a team buzzes in with an incorrect tossup answer, and the moderator then inadvertently gives the answer, the question is thrown out and no replacement is given.

On a bonus question, similarly, it often depends on whether the moderator gives the answer **before or after** the first team's answer. If it happens before, the question is discarded and immediately replaced with a question from the same subject area in the "extra questions" found at the end of the question set. If a question from the same subject area is not available in the extra questions, the officials offer the next extra question. If it happens after the first team's (incorrect) answer, and before the other team's bounce-back bonus answer, the question is discarded and the next question is read as a tossup. No replacement bounce-back is given.

Correctable Moderator Errors

Tossups: corrected at end of half, if time permits
Bonuses: corrected immediately

Common Moderator Errors

	Tossups
Situation	Resolution
Moderator substantially alters question before either team's answer	Judge calls "moderator error," next question read as tossup, replacement question given at end of half from the same subject area in the extra questions if time permits
Moderator inadvertently gives answer before either team's answer	Judge calls "moderator error," next question read as tossup, replacement question given at end of half from the same subject area in the extra questions if time permits
Moderator inadvertently gives answer after one team's answer	Judge calls "moderator error," next question read as tossup, NO replacement question
Moderator mistakenly accepts correct answer from unrecognized player	May be corrected immediately; if not, may not be corrected later
Moderator mistakenly accepts incorrect answer as correct	Judge immediately overrules moderator and match proceeds as if no error was made

Bonuses

Situation	Resolution
Moderator substantially alters question before either team's answer	Judge calls "moderator error," question immediately replaced with one from extra questions in same subject area
Moderator inadvertently gives answer before either team's answer	Judge calls "moderator error," question immediately replaced with one from extra questions in same subject area
Moderator inadvertently gives answer after first team's bonus answer	Judge calls "moderator error," no replacement is given, next question read as tossup
Moderator mistakenly accepts answer from someone other than captain; rules "correct"	Answer accepted as correct
Moderator mistakenly accepts answer from someone other than captain; rules "incorrect"	Judge calls "moderator error," question discarded, immediate replacement given. If discovered during inquiry process, all bonus points taken away, new bonus given
Moderator mistakenly accepts incorrect answer as correct	Judge immediately overrules moderator and match proceeds as if no error was made

YOU MAKE THE CALL!

#16

A moderator mistakenly says, "Fourteen, bonus" when the question actually is a tossup. Neither team buzzes in, although the coach of Team A is certain his captain knew the answer. The coach files an inquiry requesting a replacement question. How should the judge rule?

YOU MAKE THE CALL!

#17

An individual from Team A gives an incorrect answer to a tossup question. Instead of allowing Team B an opportunity to respond, the moderator inadvertently gives the correct answer. What should officials do?

YOU MAKE THE CALL!

#18

After an incorrect bonus response from Team A, the moderator inadvertently gives the answer rather than prompting the Team B captain for an answer. How should the match proceed?

YOU MAKE THE CALL!

#19

On a tossup, the spotter recognizes Sam but Sally answers with the correct response. The moderator accepts Sally's answer. What can be done?

Conferring and Communication

1. During tossups, players may not pass messages, communicate with each other or the audience, or display unsportsmanlike behavior that may distract the opposing team.
2. Teams may not confer—written, orally, or non-verbally—on tossup questions. To do so will cause the officials to offer the question exclusively to the opposing team. Teams may quietly **console** each other after incorrectly answering the question, as long as they are not distracting the other team.

3. On bonus questions, each team may confer.
4. Coaches may NOT assist the team by counting down bonus time.
5. During bonuses, teams may conduct non-obtrusive, non-content related communication with their coach (asking if they should call a timeout, for the time remaining in a half, or the current score). If, however, in the opinion of the match officials, improper communication is occurring, the following steps should be taken:
 - A. On the first offense, the officials shall call an officials' timeout and call both coaches to the front of the room and issue a private warning. If the offending party is a non-coach, the judge will direct the appropriate coach to talk with the person to inform him or her that he or she is committing an infraction. The moderator will issue a public warning to the audience not to communicate with either team.
 - B. If the judge and moderator agree that a second infraction occurs, a public warning is issued and the next question is offered as a tossup to the other team.
 - C. If the judge and moderator agree that a third infraction occurs, the offending party is removed, and the next question is offered as a tossup to the other team.

Unsportsmanlike Behavior

1. A coach, student participant, or spectator refusing to allow a match to continue may cause his/her team to forfeit the match. Only the Chief Official may declare a match forfeited. The score of a forfeited match is 1-0.
2. Teams, coaches or spectators may not engage in behavior that, in the judgment of the match officials, is considered disruptive to the other team. Such behavior includes, but is not limited to, excessive body gestures or displays of emotion, extraneous noise, or other actions outside the bounds of proper decorum. Such prohibited behavior includes excessive congratulatory exclamations ("Good job!", etc.).
3. At no time may a student present an inquiry to the judge. Any student attempting to argue an inquiry will be warned once; any additional discussion by the student in an inquiry will cause the student to be removed from the match.
4. The match officials or Chief Official may agree to **remove from the premises** of any contest any person whose conduct is **unsportsmanlike**, offensive, in violation of the rules, or illegal. The official who removes a person on such grounds shall make a report of the incident in writing to the KAAC Executive Director. If the person is a student, coach, teacher, official, principal, parent, or other person associated with a member school, the Association may direct that school to prohibit that person from attending or participating in future contests. Failure of the school to comply with such a directive may subject it to termination of its membership by the Board (KAAC Constitution and Bylaws: Article 6, Section 8A).

R. Answers—Right or Wrong?

Mathematics

1. Fractions must be reduced to lowest terms but need not be given in mixed numeral form. For example, if the question asks for the quotient when 16 is divided by 6, both "two and two thirds" and "eight thirds" are acceptable answers. "Sixteen sixths" is not acceptable. "5 to 12" is not an acceptable way to answer a question that calls for a fractional response.
2. Units are always required in math problems, unless they are specifically included in the prompt of the question. For example, if a question asks, "How many square feet are there in a rectangle six feet by four feet?", a correct answer would be "twenty-four" because the units, square feet, is specifically included in the prompt of the question. If the question asks, "What is the area of a rectangle 6 feet by 4 feet?", the correct answer is "twenty-four square feet (or feet squared)."
3. "Radical" is an acceptable substitute term for "the square root of" in math problems. All radicals must be in simplest form.
4. Unless directed otherwise, in math problems players shall give their answer using the word "pi" instead of multiplying by 3.14 or its equivalent.
5. Probabilities may be given in any of the following forms:
 - Reduced fractions--"three eighths" or "three over eight"
 - Decimals-- exact, rounded to the hundredths place, or identified as repeating
 - "Three out of eight"
 - Percents--"37.5 percent"
6. Decimal equivalents are acceptable answers for questions involving fractions if they cannot be reduced if heard as a fraction. When a question stipulates that the answer must be in the form of a fraction, or when a question fails to designate the form the answer must take, unreduced fractions such as "six tenths" will be counted incorrect. The decimal 2.7 may be expressed as "two point seven" or "two decimal seven".
7. "One hundred and twenty seven" is an acceptable way to express 127.

YOU MAKE THE CALL!

#20

A question asks, "What is the sum of 123 and 18?" Sally answers "One hundred and forty-one." Is she correct?

YOU MAKE THE CALL!

#21

A student gives an answer of "the square root of 75" to a question that has an answer of "five times the square root of 3" on the judge's sheet of answers. Should the judge accept the response as correct?

YOU MAKE THE CALL!

#22

A question reads, "What is three tenths times two"? A student's response of "six tenths" is ruled incorrect by the judge for being an unreduced fraction. Upon inquiry, the coach states that the student was giving his response in decimal form. How should match officials rule in this case?

Science

1. Taxonomic names for groups of organisms may be given using "formal" Latin names or "informal" English equivalents (e.g. Amphibia, Amphibians), unless otherwise stated in the question.

Language Arts

1. When answering spelling questions, players may also pronounce the word in question. For example, when asked to spell the word "cat," a player may correctly respond simply "c-a-t", "cat, c-a-t", or "c-a-t, cat." (This allows players to respond as taught for spelling bees.)
2. On spelling questions involving capitalization, the capitalization shall not be required in the answer unless specifically stated otherwise in this manual or in the question itself. For example, the answer "n-a-c-l" will be an acceptable answer to a question that asks for the chemical representation for table salt.
3. Articles such as "a," "the," and "an" are optional when they are the first word in the title of books, songs, works of art, etc.; players may NOT, however, add those articles if they do not exist in the work's title.

General

1. When a full name answer is required it will be so stated in the question. The important consideration is whether the player knows the answer beyond a shadow of a doubt. When a full name is not required, the optional part of the answer will appear on the question set in parentheses [e.g., (Ronald) Reagan] in the question's answer.
2. Acceptable alternate answers are also given on the question set. Unforeseen alternate answers may arise during a match. In that case, coaches should use the inquiry process.
3. Too much information is a legitimate basis for ruling an answer incorrect. For example, if a player buzzes in after hearing, "Name the state capital which.." and begins to name all 50 state capitals, the answer is incorrect. A distinction needs to be made, however, between providing too much information and providing further, clarifying information. Example: A question asks, "Who was the first President of the United States?" The answer supplied to match officials is "(GEORGE) WASHINGTON", but the player replies "President George Washington." The player gave further clarifying information, not superfluous information, and is not "fishing" for the correct answer.

YOU MAKE THE CALL!

#23

A question asks for the first and last name of the first president of the United States. A student from Team A responds with "General George Washington" and is ruled correct. At halftime, the coach of Team B brings an inquiry to the judge asking for Team A's response to be ruled incorrect because the student gave too much information. Is this true?

4. Alternate 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. If the answer is DESCARTES [day-CARR], accept the pronunciation [des-CART-es]. This shows that the player has studied the material and knows the answer beyond a shadow of a doubt, even though he or she is not familiar with its pronunciation.
5. Answers given in a "Jeopardy!" format (What is...) are not allowed, because they allow for additional thinking time. The match officials should call either "incorrect" or "hesitation."

S. Answers to "You Make the Call"

1. The judge rules infraction. Team B forfeits the opportunity to answer the tossup. Team A has already missed the tossup; no point is awarded. The moderator provides the correct answer and proceeds to the next question, a tossup question.
2. The moderator does not allow the answer. As it always has been, it is the responding player who must begin his or her answer before the bonus answer time is over.
3. The match officials are under no obligation to use any particular type of buzzer equipment. Both teams use the same system, and switch sides at halftime; this ensures that neither team has an advantage over the other. Quick recall tournaments operate under a tight time frame, and delays should be avoided.
4. If the buzzer system is not reset by the operator, officials shall call an equipment error, discard the question and offer an immediate replacement question from the extra questions.
5. Yes. Only the part of an answer heard prior to the expiration of time is regarded. If officials agree that "Galileo" was heard prior to the expiration of time, the answer should be allowed because, in this case, "Galilei" is an optional part of the answer.
6. Because match officials were not informed of the substitution, Sally is not eligible to buzz in and respond. An official timeout should be called, the question thrown out, and the confusion cleared before play continues. Both match officials and coaches have a responsibility to recognize this situation should it arise. Once this situation is detected, it is immediately corrected, but no retroactive action may be taken. If this situation goes undetected, the half is not replayed nor may inquiries be filed. In this case, the spotter correctly called Jenny's name.
7. Only an official may call an official's timeout. A coach may call a timeout to a concern, however. After conferring, the officials may, but are not obligated to, reinstate the coach's timeout. This is a judgment call made by the match officials, based upon their evaluation of the coach's request.
8. Two points are subtracted from Team A's score, and Team B is given one point for its correct answer, making the score 3-3. Team B is then offered a chance to answer a bonus question, which is eligible for bounce-back to Team A.
9. Two points (one for the tossup and one for the resulting bonus) are subtracted from the score of Team A. **TEAM B IS NOT GIVEN AN ADDITIONAL QUESTION.**
10. The moderator stops the match and reminds the coach that in the interest of fair play, disruptions are not allowed. Continued disruption shall result in a forfeit.
11. Team B is given one point for its correct tossup point, and a point is subtracted from Team A. Team B's bounce-back bonus point is also taken away, and a new bonus is asked. This bonus question, if answered incorrectly, is eligible for bounce-back to Team A.
12. Team B's tossup point is taken away, as is Team A's bounce-back bonus point. The net effect is minus one point for each team.

13. The spotter may "shorten" team names to versions that, in the judgment of the match officials, accurately represent the school in question.
14. If the officials can't agree on which call was made first: on tossup questions, the question has been compromised, and is discarded--a new tossup question is offered to both teams. On bonuses, the answer is disallowed and the next question read as a tossup.
15. No. Coaches may not assist with bonus time.
16. Mistakenly referring to a tossup as a bonus question (or vice versa) is an uncorrectable moderator error. No replacement question is given.
17. The error is not correctable. The moderator reads the next question as a tossup to both teams. A replacement question is not given.
18. The moderator error is not correctable. The match proceeds with a tossup question.
19. On a tossup, if the moderator mistakenly accepts a correct answer from an unrecognized player, the officials must correct this error immediately by discarding the question. If not, this is an uncorrectable error; no penalty may occur later.
20. Yes. "One hundred forty-one," "A hundred and forty-one, and "one forty one" are all acceptable.
21. No. This is not an acceptable alternative form of the answer given on the official answer sheet. A coach's inquiry would be denied in this case. Radicals are always reduced to simplest form.
22. The answer should be counted incorrect, since officials cannot distinguish between fractional and decimal forms in this type of oral answer, and fractions must be reduced.
23. The judge rules that the player's answer is acceptable because the player gave the first and last name as well as a title that further clarifies the answer. A distinction is made between further, clarifying information and too much information.

T. Test Your Knowledge!

1. Question: "A drawer has five socks, which are colored blue, red, green, white and orange. What is the probability of pulling out a blue sock?" Should a judge accept the answer "20 percent"?
2. A team wins the final lower bracket game and is scheduled to play the lone undefeated team in the final, but instead leaves the site and doesn't return. What is the final finish of this team?
3. How many officials are required to staff a Quick Recall match?
4. Is a certification number necessary for computer (buzzer) operators?
5. True or false: in the Elementary division, a half cannot have more than 30 questions asked.
6. When may a timeout be called?
 - a. After a tossup and before a bonus
 - b. After a wrong bonus answer and the bounce-back answer
 - c. After a bonus and before the next tossup



Answers

1-yes, 2-third, 3-four (spotter may also be timer), 4-no, but it is recommended, 5-false (inquiries), 6-c

U. True/False Exam

1. A team may begin a match with three players if the opposing coach agrees. T F
2. The only time a timeout may be called is after a bonus question. T F
3. If a player interrupts a tossup with an incorrect answer, the team is penalized a point. T F
4. If the captain does not know the answer to a bonus question, any player can respond first. T F
5. Players may use a stopwatch to follow the time remaining in a half. T F
6. As long as your Quick Recall coach has been certified by another coach, your school may participate in Governor's Cup Quick Recall. T F
7. If two lights from the same team are lit, the team captain designates which player shall respond. T F
8. A school must provide only one judge or moderator with a valid certification card in order to participate in Quick Recall. T F
9. An overtime period consists of five questions using the tossup/bonus format. The team with the higher score is the winner. T F
10. If the spotter recognizes the wrong individual and that individual responds, the match proceeds as if the spotter had recognized the correct individual. T F
11. At District Governor's Cup, there are fifty questions possible per half in a high school match, forty in a middle grades match, and thirty in an elementary match. T F
12. A question reads, "How many square feet are there in a closet 6 feet by 4 feet?" A player responds "twenty-four," neglecting to give the units, square feet. This answer is incorrect. T F
13. District, regional, and state competitions are double elimination tournament brackets. T F

14. At Governor's Cup teams have up to 10 seconds to buzz-in after the reading of a tossup question. T F
15. The judge sends all inquiries he/she receives to the Chief Official for a ruling. T F
16. The correct answer to a question is "Robert Kennedy." A player's answer is "Robert Kennedy, John Kennedy, and Ted Kennedy." The moderator should rule the answer incorrect. T F
17. Officials may discard a question they feel is too hard for the players at a particular grade level. T F
18. A judge may consult with other match officials while deciding an inquiry. T F
19. Captain designation is only allowed on the "regular" bonus question, not the "bounce-back." T F
20. A moderator may ask a player to repeat an answer not clearly understood. T F
21. A coach may call only one timeout per half. T F
22. During a bonus for Team A, Team B uses hand signals to determine the time remaining in the half. The moderator should complete Team A's bonus question and offer the next tossup question for Team A only. T F
23. A question asks for a first and last name answer. After buzzing-in and being recognized, the player responds, "George Armstrong Custer." The moderator rules the answer incorrect because too much information was given. T F
24. If a coach has not broken contact with players after the timeout period has elapsed, the coach is warned by the moderator. If such an infraction occurs again, the next tossup question is offered to the other team. T F
25. Substitutions are allowed during a timeout, at halftime, or prior to overtime. T F
26. If a buzzer fails during a match, the coach or player may ask that the buzzer be checked. The moderator should stop the match before the next tossup question and check the buzzer button. T F
27. Player 1 of Team A misses a tossup, and Player 2 from Team B gives the correct answer prior to being recognized by the spotter; the moderator should rule "infraction" and the answer is not allowed. T F
28. Only the match moderator and judge are allowed to call hesitations. T F
29. Player 1 of Team A gives an incorrect answer to a tossup question. The moderator inadvertently gives the correct answer instead of giving Team B an opportunity to respond. This is ruled an uncorrectable moderator error, and the next question is read to both teams as a tossup. T F
30. Players from Team A may write the names of the U.S. presidents on their scratch paper during a bonus opportunity for Team B. T F
31. To expedite matters, a coach may file an inquiry during a timeout. T F
32. A judge, presented with a complicated math inquiry, may defer to the Chief Official for a ruling because she knows the Chief Official to be highly knowledgeable in math. T F
33. The inquiry rebuttal period is three minutes long. T F
34. A match judge may call a forfeit if one coach refuses to continue. T F
35. If all schools agree, teams may elect not to use the bounce-back bonus. T F

V. True/False Answers

1. False. Matches must begin with four players.
2. False. Timeouts may also be called after a tossup question that neither team answers, or after a bounce-back bonus question.
3. False. There is no penalty for an incorrect answer.
4. False. The first answer is ignored; if the captain answers within the time limit, the answer is allowed. The captain may also designate another player to respond.
5. True. Timekeeping devices are permitted as long as they do not distract the opposing team.
6. False. Coaches must be certified at a KAAC clinic, not by another Quick Recall coach.
7. True.
8. False. A KAAC-trained coach is also required.
9. False. An overtime period continues until one team scores five points.
10. False. The question is thrown out and the next question read as a tossup.
11. False. Both High School and Middle Grades halves consist of 40 questions at District.
12. False. Units are not required because they are found in the question prompt.
13. False. The double elimination format applies to district and regional competition only.
14. False. Elementary teams have 10-seconds; MG and HS teams have 5 seconds only.
15. False. The judge sends inquiries to the Chief Official only if either coach asks that the inquiry leave the room.
16. True. Too much information was given. Although Robert Kennedy, the correct answer, was given first, the answer is considered in its complete form.
17. False.
18. True.
19. False. The captain designation is for ALL bonus questions.
20. True.
21. False. During regulation play, coaches are allowed two timeouts to be used at their discretion.
22. False. Teams may use hand signals during their opponents' bonus question, barring disruptive activity.
23. False. The middle name offers further, clarifying information, not extraneous information.
24. False. The next tossup should be offered to the other team after the initial infraction. There is no provision in the rules for a warning from the moderator.
25. True.
26. True.
27. True.
28. False. All certified adult match officials must make appropriate hesitation calls.
29. True.
30. True. Once the match begins, there are no restrictions on what notes players may make.
31. False. Inquiries may only be presented after each half or overtime period.
32. False. The judge MUST make an initial ruling.
33. True.
34. False. The Chief Official is the only one who may declare a forfeit (and would do so in this case)
35. False. The bounce-back bonus is an official competition feature, and must be used by all schools.

Appendix A - Scoring Forms

Tracking Player Answers--Example

2001 Governor's Cup Competition Elementary - District Round 2 - First Half	
T	<p>1. The musical element of measure consists of a principal beat and one or more weaker beats. In musical notations, measures are indicated by vertical lines known by what name? Y⁺</p> <p style="text-align: center;">BAR (LINES)</p>
B	<p>2. What is the cube of 3? Z⁺</p> <p style="text-align: center;">27</p> <p style="margin-left: 100px;">Y - "9"</p>
T	<p>3. When an acid and base are mixed, what process occurs?</p> <p style="text-align: center;">NEUTRALIZATION</p> <p style="text-align: right;">—</p>
T	<p>4. What Quaker sect established a community in Mercer County, Kentucky in 1805? Y⁺</p> <p style="text-align: center;">SHAKERS</p> <p style="margin-left: 100px;">Z - "PURITANS"</p>
B	<p>5. The eighth amendment prohibits cruel and unusual... what? mod. error - Y</p> <p style="text-align: center;">PLENISHMENT</p> <p style="margin-left: 100px;">SS-3</p>
T	<p>6. Humans eat both plants and animals. Identify the term for such organisms. Z⁺</p> <p style="text-align: center;">OMNIVORES</p> <p style="margin-left: 100px;">Y - "Multivores"</p>
<p>Legend</p> <p>1. Tossup--Team Y receives a point</p> <p>2. Bonus--missed by Team Y (student said "9"), picked up by Team Z</p> <p>3. Tossup--neither team answers correctly</p> <p>4. Tossup--missed by Team Z, correct by Team Y</p> <p>5. Bonus--moderator gave answer before Team Y's response; immediately replaced with SS-3 from "Extra Questions", Team Y gives correct answer to replacement question</p> <p>6. Tossup--Team Y incorrect, Team Z correct answer</p>	

KAAC Quick Recall Scoresheet

KAAC Quick Recall Scoresheet

1st Half

Location: _____ Room _____ Round _____ Date _____

Level: District / Region / State

Division: EL / MG / HS



T - Correctly answered tossup

B - Correctly answered bonus

(T) - Incorrectly answered tossup

/ - Question not answered

(B) - Incorrectly answered bonus

Question #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Team																									
Team																									
Timeout - (X = substitution)																									

Question #	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Team																									
Team																									
Timeout - (X = substitution)																									

Extra Questions	51	52	53	54	55
Team					
Team					
Timeout - (X = substitution)					

Team Names	1 st Half Total	Inquiries: Effect on Score	1 st Half Score

Name of Moderator: _____

Name of Scorer: _____

Name of Judge: _____

Name of Spotter: _____

Name of Timer: _____

KAAC Quick Recall Scoresheet

2nd Half

T - Correctly answered tossup
(T) - Incorrectly answered tossup



B - Correctly answered bonus
(B) - Incorrectly answered bonus

I - Question not answered

Question #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Team																										
Team																										
Timeout - (X = substitution)																										

Question #	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	
Team																										
Team																										
Timeout - (X = substitution)																										

Overtime	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65
Team															
Team															
Timeout - (X = substitution)															

Team Names	2 ND Half Total	Inquiries: Effect On Score	2 ND Half Score + 1 st Half Score	Final Score	Coach Signatures

KAAC Quick Recall Scoresheet

2nd Half



T - Correctly answered tossup
 (T) - Incorrectly answered tossup

B - Correctly answered bonus
 (B) - Incorrectly answered bonus

/ - Question not answered

Question #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Team Johnson	T	(B)	/	/	T	(T)	(T)	T	B	T	B	/	/	T	(B)	/	/	/	/	(T)	T	B	/	/	(T)
Team Oak Valley	/	B	T	/	/	(B)	/	/	/	/	/	T	B	(T)	B	T	B	T	B	(T)	/	/	T	B	(T)
Timeout taken																				X					

Question #	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Team Johnson	/	/	T	(B)	T	(B)	/	T	B	(T)	/	/	/	/	/	T	(B)	T	B	/	(B)	/	/	-	-
Team Oak Valley	/	(T)	/	B	/	(T)	(T)	/	/	/	T	(B)	T	B	T	B	(T)	(B)	/	(T)	T	(B)	T	B	-
Timeout taken																									

Overtime Questions	51	52	53	54	55	56	58	59	60	61	62	63	64	65
Team														
Team														
Timeout taken														

* Johnson inquires, saying that its bonus answer on #31 was correct, and the judge agrees. Johnson is awarded a point, Oak Valley's bonus point is taken away.

Team Names	2 ND Half Total	Inquiries: Effect On Score	2 ND Half Score + 1 ST Half Score	Final Score	Coach Signatures
Johnson	16	+1	17	17	Barry Switzer
Oak Valley	21	-1	20	19	Pat Summitt

Appendix B--Coach Certification of Officials

Coaches trained at a KAAC Quick Recall certification session, either at the KAAC Conference or at a KAAC-sponsored state clinic, are eligible to certify the officials required to participate in Governor's Cup Competition. **Coaches may certify the required officials, but not another Quick Recall coach; all Quick Recall coaches must be certified at a KAAC-sponsored clinic.**

Officials trained by coaches must also successfully complete an online competency quiz before requesting a certification number. Visit kaac.com and click "Certification."

If you choose, you may let KAAC train your officials. For a list of free clinics in your area, check out kaac.com .

Resources:

- Quick Recall Rules Manual (available at kaac.com)
- Certification PowerPoint: Available in the Coaches' section of kaac.com
- Buzzer system
- Worksheet to accompany the Certification PowerPoint
- Pencils and notebooks
- Internet access for the taking of the competency quiz and submittal of registration

Certification Methods and Goals

1. Use the certification PowerPoint as an introduction to Quick Recall, or a refresher for more experienced officials.
2. If your officials are totally new to Quick Recall competition, bring in your buzzer system for them to examine and use. Let them play a "practice match" for a few minutes to get the feel of how a match progresses and what types of situations may arise.
3. Make sure that your officials are familiar with the terms used in the manual such as "tossup," "bonus," "inquiry," "infraction," etc. Use the glossary!
4. Go over the bounce-back bonus pages in the manual thoroughly.
5. Review the duties of each official; "cross-train" your officials by instructing them in all of the officials' duties, not just the duties for one particular position.
6. Review the "Rules Changes and Clarifications" in the front of the manual. These will be of particular interest to experienced officials.
7. Emphasize that all adult officials--not just judges and moderators--must make appropriate hesitation calls.

8. When you complete your certification, have your official visit kaac.com and click "Certification." Follow the instructions to take the online competency quiz.
9. **Certification Outcomes:** After leaving your certification session, the officials you certify should have a clear understanding of the following concepts:
 - The primary duties of each Quick Recall official.
 - The timing restraints of competition (length of match, allotted time to buzz in following questions, length of timeouts, etc.)
 - Examples of correctable and uncorrectable errors.
 - The inquiry process, including acceptable areas of inquiry.
 - The bounce-back bonus question.
 - "What determines a correct answer" and other problem areas.
 - Their duty to make hesitation calls.
10. No matter how great a teacher you are, even the brightest student cannot be a competent official without some experience. ALL officials MUST officiate AT LEAST 3 practice or league matches to gain experience.

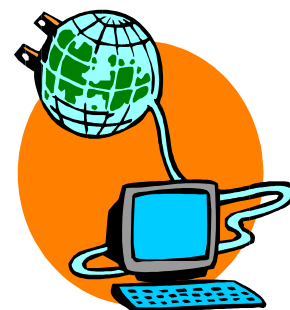
How to Get Your Official's Certification Number

1. Following your certification session, sign on to kaac.com and click the "Certification" link.
2. Follow the onscreen instructions regarding coach certification of officials.
3. Your official must successfully complete an online quiz before receiving a certification number. The quiz is open-book and there is no limit to the number of times your official may take the quiz.
4. Your official will NOT receive a paper certification card in the mail. Officials who successfully complete the quiz will be directed to a registration page, where they will input their personal information. When that is complete, they may print their certification card. At that point their name, number and school will then appear in the KAAC online certification database.
5. Your school's District Entry Form will ask for each official's certification number. Unless KAAC receives your official's registration, your official will not have a valid card number, which means that you cannot use them to fulfill the Quick Recall participation requirements for KAAC events.

Appendix C--Online Registration for KAAC Quick Recall Clinics

Following the KAAC Conference, a network of trainers conducts over 100 Quick Recall certification clinics throughout the state. These free clinics are open to both coaches and officials, and to those of all experience levels.

In order to attend these clinics, each participant must register in advance online.



How to Register

1. Visit kaac.com and click on "Certification".
2. When you find the clinic of your choice, click "Register".
3. Complete the required information, then click "Submit Registration".
4. Complete additional registrations for each person attending the clinic.

Important!

Online registration is required. If a trainer does not receive a sufficient number of registrations, the clinic will be cancelled.

Concerned About Privacy?

It is always a good idea to be concerned about your personal information online. You should know that KAAC's privacy policy prohibits us from releasing ANY of your personal information to ANYONE. We value our relationship with our coaches and officials. Your information will **never** be released to anyone else.

Future Problem Solving Certification

KAAC also offers Future Problem Solving certification clinics throughout the state. Visit kaac.com for a list of the certification clinics in your area.



Glossary

Alternate--a substitute that may be inserted at specific times during the match.

Bonus--a question that a team earns "first crack at" by answering a tossup question correctly.

Bounce-Back Bonus--a question that may be "picked up" by the second team when the first team fails to answer its bonus question correctly.

Captain--a team's primary spokesperson on bonus questions; either answers or designates a bonus.

Captain Designation--on bonus questions, the captain may choose another player to respond, using a very specific procedure.

Chief Official--the ultimate authority when disputes arise involving answers or rules.

Conferring--talking among players. Conferring is permissible ONLY during bonus questions.

Content Areas--Mathematics, Social Studies, Science, Language Arts and Arts & Humanities; KAAC question sets are evenly divided among these five areas.

Extra Questions--Five questions provided by KAAC as replacement questions.

Hesitation--when a player fails to give an immediate answer after being prompted by the spotter or by the captain on a bonus designation.

Infraction--a rules violation; e.g., illegal conferring, wrong person answering.

Inquiry--a formal, written challenge to an answer or procedure presented by a coach to the match judge at the end of a half or overtime.

Inquiry Panel--content area specialists who advise the Chief Official.

Judge--the primary match official who also conducts the inquiry process.

Moderator--- the official that reads questions for teams and makes initial evaluations of answers.

Overtime--a "first-team-to-five" extra period mandated when a match ends in a tie score.

Rebuttal--answer written by the second team's coach when an opposing coach asks that an inquiry go to the Chief Official for review.

Scorer--the official that keeps the official match score on the official scoresheet.

Spotter--the official that recognizes players buzzing in on tossups; he/she may also serve as timer and operate the buzzer equipment.

Timer--the official that keeps match time; duties may be combined with that of the spotter.

Tossup--a question that may be answered by either team--the starting point in KAAC's format.



Calendar and Deadlines for Governor's Cup

If you disregard these deadlines, you may make your team ineligible for some or all Governor's Cup events.

Elementary Governor's Cup

ASAP Online Student Entry Period – Dec. 12 to Feb. 9

Deadline for Sending FPS Booklets to KAAC to Request Certification Numbers – Dec. 20

Deadline for Entering Student Names Online - Thursday, February 9

Deadline to Mail or Fax District Entry Form to District Hosts – February 9

District--Coaches' Planning Meeting - Thursday, February 16

District--Future Problem Solving and Composition - Tuesday, February 21

District--Assessment, Quick Recall, Awards - Saturday, February 25

Deadline for Confirming Students for Regional Online - Midnight Wed., February 29

Regional--Coaches' Planning Meeting - Thursday, March 8

Regional--Future Problem Solving and Composition - Tuesday, March 13

Regional-- Assessment, Quick Recall, Awards - Saturday, March 17

Middle Grades Governor's Cup

ASAP Online Student Entry Period – Dec. 12 to Jan. 11

Deadline for Sending FPS Booklets to KAAC to Request Certification Numbers – Dec. 20

Deadline for Entering Student Names Online - Wednesday, January 11

Deadline to Mail or Fax District Entry Form to District Hosts – Wednesday, January 11

District--Coaches' Planning Meeting - Thursday, January 12

District--Future Problem Solving and Composition - Tuesday, January 17

District--Assessment, Quick Recall, Awards - Saturday, January 21

Deadline for Confirming Students for Regional Online - Midnight Wed., Jan. 25

Regional--Coaches' Planning Meeting - Thursday, January 26

Regional--Future Problem Solving & Composition - Tuesday, January 31

Regional--Assessment, Quick Recall, Awards - Saturday, February 4

Deadline for Confirming Students for State Online - Midnight Wed., Feb. 8

Governor's Cup State Finals - March 10-12

High School Governor's Cup

ASAP Online Student Entry Period – Dec. 12 to Jan. 11

Deadline for Sending FPS Booklets to KAAC to Request Certification Numbers – Dec. 20

Deadline for Entering Student Names Online - Wednesday, January 11

Deadline to Mail or Fax District Entry Form to District Hosts – Wednesday, January 11

District--Coaches' Planning Meeting - Thursday, January 19

District--Future Problem Solving and Composition - Tuesday, January 24

District--Assessment, Quick Recall, Awards - Saturday, January 28

Deadline for Confirming Students for Regional Online - Midnight Wed., February 1

Regional--Coaches' Planning Meeting - Thursday, February 9

Regional--Future Problem Solving & Composition - Tuesday, February 14

Regional--Assessment, Quick Recall, Awards - Saturday, February 18

Deadline for Confirming Students for State Online - Midnight Wed., Feb. 22

Governor's Cup State Finals - March 10-12

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