Coaches Manual

Kentucky Association for Academic Competition
113 Consumer Lane
Frankfort, KY 40601
502.223.0088
Fax: 502.223.0430
kaac@kaac.com
www.kaac.com
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## QUESTIONS?

**Eligibility, Hosting, Special Needs, Quick Recall and Written Assessment**  
John Bennett, 502.223.0088, ext. 23; [jbennett@kaac.com](mailto:jbennett@kaac.com)

**Future Problem Solving and Composition**  
Brenda Darnell, 502.223.0088, ext. 24; [bdarnell@kaac.com](mailto:bdarnell@kaac.com)
Governor’s Cup is the only Kentucky academic competition designed to culminate in the selection of state academic champions in both the Middle Grades and High School grade levels. The Elementary grade level offers a District and Regional competition consistent with the ability and maturity level of students in grades 4-5.

The Kentucky Association for Academic Competition sponsors Governor’s Cup in three grade levels, High School (9-12), Middle Grades (6-8), and Elementary (through grade 5), featuring four categories: Quick Recall, Future Problem Solving (FPS), Written Assessment, and Composition.

All categories of Governor’s Cup begin at the KAAC District level. The Middle Grades and High School grade levels offer three tiers of competition: District, Regional, and State. The Elementary grade level features District and Regional competition.

Geography, accessible roads, proximity to other schools, and membership density determine whether a District contains three, four or five schools. School size, curriculum or socioeconomic factors are not considered. Regional boundaries in all grade levels consist of four or five Districts per Region, with no Region exceeding 20 schools.

Local member schools host the District and Regional tiers of Governor’s Cup. A Contest Manager at each site is responsible for the administration of the competition in accordance with the rules and regulations of the Kentucky Association for Academic Competition. Each member school is responsible for providing adequately trained officials to staff the competition.

**SCHOOL ELIGIBILITY**

A school must pay an annual membership fee for each grade level in which it chooses to participate.

1. To be eligible for KAAC membership, a potential member school must be recognized as an educational entity by either the Kentucky Department of Education (in the case of public and private schools) or the local school district (in the case of home schools).

2. The principal of a local school or the chief school officer of a non-public school shall appoint one (1) person to serve as the school representative for each grade level of competition in which a member school participates. School representatives shall serve as the contact person between the school and the Association and shall have one vote for the purpose of electing members of the Board from his/her section.

**STUDENT ELIGIBILITY**

1. Students who wish to take part in Governor’s Cup must:
   a. Be enrolled in the school for which they wish to compete on January 15 of that competition year. Students who have made a bona fide residence change after that date may petition KAAC in writing for an exemption.
   b. Be enrolled in that same member school on the date of each respective competition. If a student transfers to School B after competing for School A and advances to Regional or State competition, that student may compete under the name of School A for personal recognition only and is not eligible to earn an official award or team points.

Public school students are considered enrolled at their attendance school of record. Non-public school students are considered enrolled at the school designated as part of their compliance with KRS 159.160. If more than one school is designated, students may compete for the school at which they take the majority of their coursework.
2. A student may participate in a maximum of three events in all tiers of Governor’s Cup combined. For example: if Hannah competes in Math, Science and Quick Recall at District, she can't substitute in FPS at Regional.

3. If a student's Average Daily Attendance (ADA) funding is allocated to any educational institution, the student must compete for that institution, with the exception of students "playing up" to a higher grade level.

4. The grade levels for Governor's Cup are Elementary (4-5); Middle (6-8); and High School (9-12). Students may “play up” to a higher grade level only if:
   a. They are enrolled in a logical feeder school for the higher grade level school; and
   b. The school where they are enrolled does not have a Governor’s Cup membership at that student’s present grade level.

A student may compete at one grade level only. High school teams are free to play in tournaments that may also include college teams. High school students, however, may not play for college academic teams without forfeiting their high school eligibility for KAAC events.

5. Once promoted to grade six (6), students have seven (7) consecutive years of eligibility for KAAC events; three (3) consecutive years at the Middle Grades level, and four (4) consecutive years at the High School level. A student repeating a grade for any reason other than severe illness or injury is ineligible to participate in KAAC events during the second year in that grade. Students promoted to a higher grade may not subsequently “play down” to a lower grade level regardless of their enrollment status. The eligibility shall conclude with the completion of the Governor’s Cup State Competition following the seventh year. No additional eligibility may be granted in a case where the grant would allow a student to compete in all or part of the eighth competitive season following the initial promotion by the school from grade five (5).

6. The Executive Director may grant additional eligibility in the case where it has been documented by the attending physician, principal and superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted, rather than simply the loss of the ability to compete. No additional eligibility may be granted in a case where the grant would allow a student to compete in all or part of the eighth competitive season following the initial promotion by the school from grade five (5).

7. A student having been enrolled in the sixth (6th) grade or in any grade through twelfth (12th) shall not be eligible for competition for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade. A student repeating a grade for any reason is ineligible to participate in KAAC sanctioned events from sixth grade (6th) through twelfth grade (12th) during the second year in that grade.

8. The school representative of a member school submits the names of the participating students online via ASAP. The school principal signs a statement verifying the eligibility of all participants prior to the District competition. Students may also be entered “late” via ASAP. Participants later found to be ineligible will cause any competition in which they participated to be forfeited. Repeated violations of eligibility rules results in termination of KAAC membership.

9. Eligibility challenges must be submitted to the Executive Director within seventy-two (72) hours after the competition in which participation occurred. The Executive Director investigates and makes a final determination as to eligibility.

10. When it is in their best self-interest, we encourage students with special needs to participate in Governor’s Cup events. Refer to page 26.
PARTICIPATION REQUIREMENTS

1. **Coaches:** In order to take part in Quick Recall or FPS, before District competition the Quick Recall coach and the Future Problem Solving coach must be certified in their respective event(s). No specific training is required to enter students in Composition and Written Assessment.

2. **Officials:** Each school is required to supply the following officials for each event in which a school registers at each level of Governor’s Cup Competition:

<table>
<thead>
<tr>
<th>To Participate In:</th>
<th>Your School MUST provide:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Recall--District</td>
<td>1 certified official who must be available as a judge or moderator</td>
</tr>
<tr>
<td>Quick Recall—Regional</td>
<td>Two certified officials, one of which must be listed 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. Failure to do so may result in the disqualification of that official’s Quick Recall team.</td>
</tr>
<tr>
<td>Quick Recall--State Finals (MG/HS)</td>
<td>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. All officials must be available during all Sunday rounds for their grade level.</td>
</tr>
<tr>
<td>Future Problem Solving--District</td>
<td>1 certified evaluator - the FPS coach cannot evaluate in his or her own District</td>
</tr>
<tr>
<td>Future Problem Solving--Regional</td>
<td>1 certified evaluator (may be the FPS coach except in a 3-district regional competition) - if the same person is designated to serve as Composition reader, that person is prohibited from scoring both events in the same day.</td>
</tr>
<tr>
<td>Future Problem Solving--State Finals (MG/HS only)</td>
<td>1 certified evaluator (may be the FPS coach). The evaluator may not also serve as a Composition reader. Cannot not be an FPS coach or evaluator that has exclusive Elementary experience.</td>
</tr>
<tr>
<td>Written Assessment—District and Regional, 8 or more students entered</td>
<td>2 proctors or graders</td>
</tr>
<tr>
<td>Written Assessment—District and Regional, 7 or fewer students entered</td>
<td>1 proctor or grader</td>
</tr>
<tr>
<td>Written Assessment—State Finals, 4 or more students entered</td>
<td>1 proctor-- KAAC reserves the right to assign a Middle Grades official to a High School exam and vice versa</td>
</tr>
<tr>
<td>Composition--District</td>
<td>1 reader who should be accustomed to evaluating student writing at the grade level for which they serve</td>
</tr>
<tr>
<td>Composition—Regional*</td>
<td>The school the District champion represents must provide a reader. If the same person is designated to serve as an FPS evaluator, that person is prohibited from scoring both events in the same day.</td>
</tr>
<tr>
<td>Composition--State (MG/HS only) *</td>
<td>The school the Regional champion represents must provide a reader. The reader may not also serve as an FPS evaluator. Cannot not be a Composition coach or reader with exclusive Elementary experience.</td>
</tr>
</tbody>
</table>

**MORE ON QUICK RECALL TRAINING**

Quick Recall coaches must be certified by a KAAC trainer. Once coaches receive KAAC certification, they may certify additional Quick Recall officials, who must then pass a competency quiz—visit [www.kaac.com](http://www.kaac.com) for more information. The Quick Recall Coach or designated certified official must be present at all Quick Recall matches. If a school fails to identify a certified coach and official before the event, their Quick Recall team may not take part in Governor’s Cup Competition. Questions? Contact the KAAC office at 502.223.0088.
MORE ON FPS TRAINING
Each FPS team participating in District and Regional competition must provide a certified FPS evaluator and a certified coach. Coaches may not evaluate in their own District competition. Coaches may evaluate in Regional competition because they do not evaluate their own team. Schools within the same grade level may not share evaluators. If a school fails to identify a certified coach and evaluator before the event, their FPS team may not take part in Governor’s Cup Competition.

Those attending FPS training must return their completed booklet for certification within two weeks after their training date. If they do not return their booklet within that time frame, they must repeat their training clinic. Those seeking a 2+ FPS Certification will have two weeks to take the online quiz or a training clinic must be repeated.

If you have any questions about FPS participation requirements, contact the KAAC office at 502.223.0088 or e-mail Program Director Brenda Darnell at bdarnell@kaac.com.

3. Who May Serve as Officials?
   a. Each member school is obligated to provide trained, competent officials for competition.
   b. Parents are eligible for official certification; however, the immediate relative of a student participant shall not officiate an event or match in which that student participates. While it is not recommended that parents of student participants serve as Chief Official, they may do so if unanimous coach consent is secured prior to competition day. It is not recommended that parents serve as Head Scorer. If a parent does so, however, KAAC recommends that the scoring team include an assistant from a different school.
   c. No coach or relative shall be asked to evaluate his or her student(s) in a KAAC competition.
   d. The Contest Manager is charged with the responsibility of placing such officials.
   e. KAAC offers certification clinics to train Quick Recall coaches and officials and Future Problem Solving coaches and evaluators. See www.kaac.com for details.
   f. The certified judge or moderator each Quick Recall team must provide may be trained either by KAAC or by a KAAC-certified coach.
   g. High School students may serve in any Elementary capacity except Quick Recall judge and Chief Official. High School students may serve in any Middle Grades capacity except Quick Recall Judge, FPS Evaluator and Chief Official. College students who are one year past high school graduation are eligible to be the FPS coach or the FPS evaluator for any division.

DATES AND SCHEDULES

3. Elementary Schedule

   Elementary District
   Thursday, January 30
   Coaches’ Competition Planning Meeting - time decided by Contest Manager in consultation with coaches
   Time decided by coaches at Competition Planning Meeting

   Tuesday, February 4
   Future Problem Solving (90 minutes) & Composition (45 minutes) - Must be held after school unless ALL teams agree to come earlier--see page 8
   8:00 a.m. - 8:45 a.m. Registration-- coaches may make no changes after 8:45 a.m.
   8:30 a.m. - 10:50 a.m. Quick Recall Question Preview--Judges and Moderators
   9:10 a.m. - 9:45 a.m. Written Assessment Testing Time Frame 1 - all students taking
   9:15 a.m. Written Assessment MUST begin testing here
   9:55 a.m. - 10:30 a.m. All exams released to coaches

   Saturday, February 8
   Written Assessment Testing Time Frame 2
10:40 a.m. Written Assessment Inquiries Due
10:40 a.m. - 11:15 a.m. Written Assessment Testing Time Frame 3
10:55 a.m. Written Assessment Rebuttals Due
11:00 a.m. Quick Recall begins – a lunch break is optional
            Awards Ceremony following last Quick Recall match

**Elementary Regional**

**Thursday, February 20**

Coaches’ Competition Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Time decided by coaches at Competition Planning Meeting

Future Problem Solving (90 minutes) & Composition (45 minutes) - Must be held after school unless ALL teams agree to come earlier--see page 8

**Saturday, February 29**

7:30 a.m. - 8:45 a.m. Registration-- coaches may make no changes after 8:45 a.m.
8:30 a.m. - 10:50 a.m. Quick Recall Question Preview--Judges and Moderators
9:10 a.m. - 9:45 a.m. Written Assessment Testing Time Frame 1 - all students taking
            Written Assessment MUST begin testing here
9:15 a.m. All exams released to coaches
9:55 a.m. - 10:30 a.m. Written Assessment Testing Time Frame 2
10:40 a.m. Written Assessment Inquiries Due
10:40 a.m. - 11:15 a.m. Written Assessment Testing Time Frame 3
10:55 a.m. Written Assessment Rebuttals Due
11:00 a.m. Quick Recall begins – a lunch break is optional
            Awards Ceremony following last Quick Recall match

2. Middle Grades Schedule

**Middle Grades District**

**Thursday, January 9**

Coaches’ Competition Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Time decided by coaches at Competition Planning Meeting

Future Problem Solving (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--see page 8

**Saturday, January 18**

7:45 a.m. - 8:15 a.m. Registration-- coaches may make no changes after 8:15 a.m.
8:00 a.m. - 10:30 a.m. Quick Recall Question Preview - Judges/Moderators
8:30 - 9:20 a.m. Written Assessment Testing Time Frame 1 - all Written Assessment students must begin testing here
8:35 a.m. Exams released to coaches
9:30 a.m. - 10:20 a.m. Written Assessment Testing Time Frame 2
10:30 a.m. - 11:20 a.m. Written Assessment Testing Time Frame 3
10:45 a.m. Quick Recall begins – a lunch break is optional
11:45 a.m. Written Assessment inquiries due
12:00 noon Written Assessment rebuttals due
            Awards Ceremony following last Quick Recall match
Middle Grades Regional
Thursday, January 23

Coaches’ Competition Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Monday, January 27

Time decided by coaches at Competition Planning Meeting
Future Problem Solving (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--refer to page 8 for more information

Saturday, February 1

7:45 a.m. - 8:15 a.m. Registration-- coaches may make no changes after 8:15 a.m.
8:00 a.m. - 10:30 a.m. Quick Recall Question Preview - Judges/Moderators
8:30 - 9:20 a.m. Written Assessment Testing Time Frame 1 - all Written Assessment students must begin testing here
8:35 a.m. Exams released to coaches
9:30 - 10:20 a.m. Written Assessment Testing Time Frame 2
10:30 - 11:20 a.m. Written Assessment Testing Time Frame 3
10:45 a.m. Quick Recall begins – a lunch break is optional
11:45 a.m. Written Assessment inquiries due
12:00 noon Written Assessment rebuttals due
Awards Ceremony following last Quick Recall match

State Finals – March 14-16
Galt House, Louisville

- March 14: Future Problem Solving - 2:00 PM to 4:00 PM; Composition - 2:30 PM to 4:00 PM; Composition for FPS participants - 4:30 PM to 6:00 PM
- March 15: Quick Recall begins at 10:00 AM; Written Assessment begins at 5:30 PM
- March 16: Quick Recall and Awards

No special testing times can be granted for State Finals.

3. High School Schedule

High School District
Thursday, January 16

Coaches’ Competition Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Tuesday, January 21

Time decided by coaches at Competition Planning Meeting
Future Problem Solving (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--refer to page 8 for more information

Saturday, January 25

7:45 a.m. - 8:15 a.m. Registration -- coaches may make no changes after 8:15 a.m.
8:00 a.m. - 10:30 a.m. Quick Recall Question Preview - Judges/Moderators
8:20 - 9:20 a.m. Mathematics Written Assessment (60 minutes)
8:30 - 9:20 a.m. Written Assessment Testing Time Frame 1 - all Written Assessment students must begin testing here
8:35 a.m. Exams released to coaches
9:30 - 10:20 a.m. Written Assessment Testing Time Frame 2
10:30 - 11:20 a.m.  Written Assessment Testing Time Frame 3
10:45 a.m.  Quick Recall begins – a lunch break is optional
11:45 a.m.  Written Assessment inquiries due
12:00 noon  Written Assessment rebuttals due

Awards Ceremony following last Quick Recall match

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**High School Regional**

**Thursday, February 6**

Coaches’ Competition Planning Meeting - specific time decided by Contest Manager in consultation with coaches

**Monday, February 10**

Time decided by coaches at Competition Planning Meeting

Future Problem Solving (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--refer to page 8 for more information

**Saturday, February 15**

7:45 a.m. - 8:15 a.m.  Registration-- coaches may make no changes after 8:15 a.m.
8:00 a.m. - 10:30 a.m.  Quick Recall Question Preview - Judges/Moderators
8:20 - 9:20 a.m.  Mathematics Written Assessment (60 minutes)
8:30 - 9:20 a.m.  Written Assessment Testing Time Frame 1 - **all Written Assessment students must begin testing here**

Exams released to coaches

9:30 - 10:20 a.m.  Written Assessment Testing Time Frame 2
10:30 - 11:20 a.m.  Written Assessment Testing Time Frame 3
10:45 a.m.  Quick Recall begins – a lunch break is optional
11:45 a.m.  Written Assessment inquiries due
12:00 noon  Written Assessment rebuttals due

Awards Ceremony following last Quick Recall match

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**State Finals – March 14-16**

**Galt House, Louisville**

- March 19: Future Problem Solving - 2:00 PM to 4:00 PM; Composition - 2:30 PM to 4:00 PM; Composition for FPS participants - 4:30 PM to 6:00 PM
- March 20: Quick Recall begins at 4:00 PM; Written Assessment begins at 10:00 AM
- March 21: Quick Recall and Awards

No special testing times can be granted for State Finals.

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4. **Scheduling Governor’s Cup When Two Time Zones are Involved**

If a Governor's Cup District or Regional event has participation from schools from both the Eastern and Central Time Zone, the event shall be conducted on Central time.
1. Participation Requirements
   a. Each school entering at least one student in District Composition MUST provide a reader who will read all Composition booklets. While no certification is required, KAAC recommends that Composition readers are writing teachers with experience evaluating student writing.
   b. At a 4-district Regional Governors Cup, Composition readers shall not score booklets from their own district. At a 3-district Regional Governors Cup, Composition readers must score booklets from their own district, and therefore must provide a non-coach reader.
   c. The school the District champion (first place student) represents MUST provide a reader at Regional. The host school must use all readers that are provided in this manner.
   d. In the Middle Grades and High School grade levels, the school the Regional champion (first place student) represents must provide a reader at the State Finals.
   e. Composition participants, like other participants, must be accompanied to the competition site by an adult to be eligible to compete in the event.
   f. If any participating school does not meet the above requirements, that school may not take part in Composition.
   g. Elementary FPS coaches and/or evaluators who have worked exclusively at the elementary level will not be permitted to score at the State Finals.

2. Competition Format
   Students participate in on-demand writing consistent with standards adopted by the Kentucky Board of Education on-demand writing criteria.
   a. Each school may enter up to three students in Composition.
   b. Students compete individually, but earn points for their school by placing in the top five finish.
   c. Substitutions are allowed only at the District competition. No substitutions are allowed at Regional or at the State Finals.
   d. District Composition is held on the same day as Future Problem Solving at a time decided by the coaches attending the Planning Meeting.
   e. Composition begins promptly at the agreed upon time. No student is admitted late to Composition, nor is a student dismissed early.
   f. Coaches and Contest Managers may choose to schedule Composition at the same time as Future Problem Solving. If they do so, and if there are “double duty” students competing in both FPS and Composition:
      i. At the Competition Planning Meeting, coaches and the Contest Manager may set a Composition time for “double duty” students.
      ii. That special time may be either before or after Future Problem Solving. All “double duty” students must compete at the same time.
      iii. Regardless of when the time for Composition is scheduled, no more than 15 minutes may be scheduled between events. During this time, “double duty” students must be sequestered from other students.
      iv. For integrity reasons, only “double duty” students are allowed to participate in Composition during the special time frame.
   h. Students may use a non-programmable dictionary and/or thesaurus, book or electronic form, in all grade levels of Composition. Electronic spell-checking devices are not permitted.
      i. Participating students/schools provide their own dictionaries and/or thesauri.
      ii. A dictionary and/or thesaurus may not be shared among students.
      iii. The host school is not required to provide dictionaries and/or thesauri.
iv. Combination Encyclopedia/Dictionaries are prohibited.

v. During Composition, students must place all personal items out of sight until the testing time frame is completed. The only items permitted in view are the prompt, booklet, scratch paper, pen or pencil, a dictionary and a thesaurus. Erasable pens are not permitted.

vi. If a student uses a cell phone or other electronic communication device during Composition, that student is disqualified from that event. 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.

i. All students receive a writing booklet of lined paper for completing the assignment.
   i. Composition participants may only write one line of handwritten text per line in the booklet provided. Readers will be instructed to score by this guideline.

j. Each Composition participant receives a paper containing their code (ID) number. The code number corresponds to the code on the competition sign-in form.
   i. Students write their code number on the code number page and on the front of their Composition booklet.
   ii. Following completion of the writing assignment the papers with the ID codes are placed in an envelope.
   iii. After the writing is evaluated, the code number on the writing booklet is matched to the student name.

k. If students identify themselves or their schools in their composition, their booklet will be disqualified. Contest Managers or their designees must obtain KAAC approval before such a disqualification is made. If students or teams submit Composition booklets with text that clearly identifies the identity of that student or team, the Composition Coordinator shall be prohibited from blackening out that text. In an effort to reduce the number of student disqualifications, the Composition prompt will provide students with “substitute” identifying information, including school name, to whom the students are writing, and how to sign their writing, if applicable. If a student is asked to provide a school name, that name will always be “Governor’s Cup (Elementary, Middle or High) School.” This will allow coaches to train students beforehand how to avoid disqualifications.

l. Elementary grade level students must complete the on-demand writing within 45 minutes.

m. Middle Grades and High School grade level students must complete the on-demand writing activity within 90 minutes.

n. Composition participants shall receive a 30-second warning when time is about to expire, along with a warning that they will be disqualified if they continue to write after time is called.

o. The Contest Manager shall not release sensitive competition materials in Composition until the awards ceremony on Saturday.

p. Writing styles for Governor’s Cup Composition are:

**High School and Middle Grades: Argumentation**

**Elementary: Opinion**

q. Information that allows the student to write a well-developed essay is provided. Each grade level uses unique writing prompts.

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Mode/Genre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary District</td>
<td>45 minutes</td>
<td>Opinion</td>
</tr>
<tr>
<td>Elementary Regional</td>
<td>45 minutes</td>
<td>Opinion</td>
</tr>
<tr>
<td>Middle Grades District</td>
<td>90 minutes</td>
<td>Argumentative</td>
</tr>
<tr>
<td>Middle Grades Regional</td>
<td>90 minutes</td>
<td>Argumentative</td>
</tr>
<tr>
<td>Middle Grades State Finals</td>
<td>90 minutes</td>
<td>Argumentative</td>
</tr>
<tr>
<td>High School District</td>
<td>90 minutes</td>
<td>Argumentative</td>
</tr>
<tr>
<td>High School Regional</td>
<td>90 minutes</td>
<td>Argumentative</td>
</tr>
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<td>High School State Finals</td>
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</tbody>
</table>
3. **Evaluation Procedures**

Readers evaluate using the KAAC Composition scoresheet.

a. **At District, each reader MUST read every booklet in the competition.**
   
   **At Regional, each reader MUST read every booklet assigned by the online scoring program.** The scoring program will assign booklets based on whether your region has three or four Districts. Readers in three-District regions read all booklets, and the reader may **NOT** be the Composition coach. Readers in four-District regions read all booklets except those from the District each reader represents.

b. **Each reader scores each paper independently of other evaluators.**

c. There is no specific training requirement for Composition readers, but KAAC recommends that readers be experienced in scoring. The Governor’s Cup head coach must review the Composition Guide with the nominated reader.

d. Composition evaluation must be completed by noon on Saturday.
   
i. The school whose Composition student places first at District must provide a reader for Regional Composition. Middle and High Schools whose Composition student places first at Regional must provide a reader for the State Finals. Coaches must confirm to the host school for Regional, or to KAAC for State Finals, the name of their required reader by published deadlines. If a coach fails to confirm their reader by that published deadline, all the Composition participants from that school shall be disqualified. Should that disqualification occur, the responsibility for providing the reader falls to the school represented by the next highest placing student.

 e. At Regional Governor’s Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events on the same day.

f. Not all readers need to be present at the same time; however, each reader must read all assigned papers in one continuous sitting.

g. Booklets must be evaluated on site or a site determined and overseen by the Composition Coordinator. Readers may not take booklets to any non-approved site.

h. The reader assigns a numerical score on the scoresheet. When all papers are scored, the reader then ranks the student writing based on the numerical scores awarded. The paper receiving the highest total numerical score is ranked one; the paper receiving the next highest score is ranked two; etc., until each student’s writing is ranked. No two booklets may have the same raw scores or ranks.

i. ASAP, KAAC’s online scoring system, combines all readers’ ranks to determine the order of finish.

   i. The paper with the lowest total rank is ranked first, the paper with the next lowest rank is second, and so forth. ASAP shall also employ an “outlier modification” system to alleviate the damage done by outlier ranks in FPS and Composition.

   ii. If total ranks are tied, ASAP uses reader’s preference to break the tie(s).

   iii. Reader’s preference is determined by comparing the ranks of each reader to determine which of the tied papers the majority of readers preferred.

j. At District competition, if the writing papers remain tied after employing reader’s preference, through the ASAP scoring program the individuals are declared tied and each person is recognized appropriately. If two writing papers are tied for fifth place then the first place through fourth place individuals and the two fifth place individuals advance to Regional competition. At Regional competition, if the writing papers remain tied after employing reader’s preference, the individuals are declared tied. Each person is recognized appropriately and advanced to State.
4. **Recognition and Advancement**
   a. At District competition, the top five students in all grade levels receive placement medals and advance to Regional competition.
   b. The format is repeated at the Regional competition. The top five students are recognized and receive placement medals.
   c. At the Regional Middle Grades and High School grade levels the top five students advance to State Finals.
   d. At the State awards ceremony, the top ten students in the Middle Grades and High School grade levels are recognized and receive awards.
   e. School points are awarded based on the order of finish. See page 38 for guidelines on awarding school points in the event of ties.

**FUTURE PROBLEM SOLVING**

Future Problem Solving is a nationally recognized, award-winning program founded by the late Dr. E. Paul Torrance. The program seeks to increase awareness for the future and encourage creativity in students of all ages. The Kentucky Association for Academic Competition serves as the Affiliate Program for the International Future Problem Solving Program in Kentucky. Designed as a year-long program, the Future Problem Solving Program (FPSP) focuses on research, problem solving, and communication skills. The program requires investigation, ingenuity and creativity, as well as cooperative group work.

Problem solving teams need appropriate guidance by a knowledgeable coach. Because students are the beneficiaries of this program, KAAC requires that the FPS coach be trained in the FPS process. The team coach can be a teacher, aide, administrator, parent, or other interested adult.

1. **Participation Requirements**
   a. The school FPS coach must be certified before the FPS team can participate in District FPS competition. If a school does not have a certified coach the team cannot participate in District competition. The coach does not have to be present at the District competition, but must meet the certification requirement.
   b. Each FPS team competing in District and Regional FPS competition must provide a certified evaluator. Additionally, in the Middle Grades and High School grade levels, each team must supply one FPS evaluator for State Finals. Elementary FPS coaches and/or evaluators who have worked exclusively at the elementary level will not be permitted to score at the State Finals.
   c. **Those attending FPS training must return their completed booklet for certification within two weeks after their training date.** If they do not return their booklet within that time frame, they must repeat their training clinic. Those seeking a 2+ FPS Certification will have two weeks to take the online quiz or a training clinic must be repeated.
   d. No coach or immediate relative of an FPS team member may evaluate in his/her own District competition. That person could, however, fulfill the participation requirement by evaluating in another District or grade level. In this scenario the coach or relative could “swap” with a coach or evaluator from another District. Districts with equal numbers of FPS teams may also swap their evaluators in an effort to reduce evaluator bias.
   e. Coaches or relatives of participants may evaluate in Regional competition, because the booklets may be arranged so that evaluators do not evaluate their own team.
   f. Schools within the same grade level may not share the same evaluator.
   g. FPS proctors may NOT evaluate the FPS competition. If, before the awards ceremony, it is discovered that an FPS proctor served as evaluator, the FPS team that evaluator represents is
disqualified and the evaluator’s scores disregarded. Contest Managers or their designees must obtain KAAC approval before such a disqualification is made.

h. **An FPS team may not compete unless an adult accompanies them to the competition.**

i. FPS coaches and evaluators who received a two-year certification last year do not need to go to a training session for certification this year. These certifications begin with the numeral “26”. Visit the searchable training database at [www.kaac.com](http://www.kaac.com) to verify your status if you are unsure.

j. All other coaches and evaluators must attend one of the FPS training sessions offered either at the KAAC Conference or throughout the state from October through the first week of December. For a list of training sessions, visit [www.kaac.com](http://www.kaac.com).

2. **Overview of FPS Competition**

In FPS, a four-person team participates in a six-step problem solving process to solve complex scientific and social problems of the future.

a. The steps involved in the Future Problem Solving Process are:
   - Research the topic
   - Read the future scene and identify the charge of the team
   - Step 1. Identify Challenges and Concerns
   - Step 2. Select an Underlying Problem
   - Step 3. Produce Solution Ideas
   - Step 4. Generate and Select Criteria (for Solution Ideas)
   - Step 5. Apply Criteria to Solution Ideas
   - Step 6. Develop an Action Plan

b. KAAC provides a digital version of the practice problem to all school representatives.

c. Bibliographic information, activities, and other program details can be found in the FPS Manual.

d. A member school may involve several "teams" in the practice problem. Additional Practice Problems may be found in the FPS Manual.

e. A different problem is presented at each tier of the Governor’s Cup.
   i. Situations are appropriate to each grade level.
   ii. Topic areas for District, Regional, and State Finals are announced, but the actual future scene for each grade level is not released until the competition.

   ***iii. FPS Topics for all grade levels:***
   - Practice Problem: International Travel
   - District: Sleep Patterns
   - Regional: Gamification
   - State Finals (MG/HS only): Living in Poverty
   - International (MG/HS): Announced in Mid-March

3. **FPS Competition Format**

a. Each school may enter one four-student team in Governor’s Cup Future Problem Solving.
   i. Exactly four students must compete at all times.
   ii. Even though the coaches signify on their Entry Form which students are to compete in FPS, substitutions are permitted prior to the start of any competition. No substitutions may be made once the competition begins. Any substitute must be listed on the District Entry Form online before the competition begins. Once the District competition has started, no additional names may be added.
   iii. As long as students do not surpass the three-event limit at all levels of Governor’s Cup combined, coaches are free to make any substitutions they like at Regional or State. The same four students do not have to compete at each level.

b. The exact starting time for District and Regional Future Problem Solving is not prescribed by KAAC, but decided upon by the coaches at the Competition Planning Meeting.
i. Unless ALL participating schools agree to come during the day, the competition must be held after school hours, allowing all teams reasonable time to travel.
ii. All FPS teams must compete at the same time.
iii. It may be possible to schedule FPS at the same time as Composition. Refer to the text on “double-duty” students on page 8.

d. Several District sites can be combined at one location and coordinated by one individual. In this scenario of coordinating several Districts, evaluators could be exchanged or mixed. **This can only occur when each District has the same number of FPS teams.** FPS coaches or relatives of team members could evaluate because they are assigned to another District.
e. FPS begins promptly at the time agreed upon at the Competition Planning Meeting.
   i. No student is admitted late to FPS, nor is a student dismissed early.
f. Substitutions are allowed between District and Regional competition in all grade levels, and between Regional and State Finals in the Middle Grades and High School grade levels.
g. Teams may write in pen or pencil in the booklets provided.
   i. Teams may only write on the front of the pages of the competition booklet. No additional pages may be used. (Scrap paper is provided)
   ii. Teams may take an unopened package of Post-It™ notes into the room, and use them instead of scrap paper. Highlighters are also permitted during the competition.
   iii. If a team submits a booklet with cutting, pasting, or other alterations, that team is disqualified. Contest Managers or their designees must obtain KAAC approval before such a disqualification is made.
   iv. Research notes or any other notes are not allowed in the competition room.
   v. It is the Coach’s responsibility to make sure team members are well versed in Governor’s Cup rules. Do not allow a misinformed proctor or other official to give your team advice that will jeopardize its eligibility.
   vi. If a student competing in a Governor’s Cup event uses a cell phone or other electronic communication device during FPS, the team’s booklet is disqualified. If a student’s device was put away, but creates a disturbance by ringing or vibrating, the phone shall be confiscated and returned to the student after the competition.
h. **If students identify themselves or their schools in their booklet, the team will be disqualified.** Contest Managers or their designees must obtain KAAC approval before such a disqualification is made. If a team submits a booklet with text that clearly identifies that team or a student on that team, the FPS Coordinator shall be prohibited from blackening out that text.
i. Teams in all grade levels may use a non-programmable dictionary and/or thesaurus, book or electronic form, in the competition. Electronic spell-checking devices are not permitted.
   i. Participating teams/schools provide their own dictionaries and/or thesauri. Such devices must be non-programmable and may not be of the type in which users can input and store information. Combination encyclopedia/dictionaries are prohibited.
   ii. Teams may not share a dictionary and/or thesaurus.
   iii. The host school is not required to provide dictionaries and/or thesauri.
j. Calculators are permitted in Future Problem Solving.
   i. Participating teams/schools provide their own calculators.
   ii. A calculator may not be shared among teams.
   iii. The host school is not required to provide calculators.
   iv. Programmable calculators, or those that can store information, may not be used.
k. All Elementary grade level teams receive the same predetermined Future Scene.
   i. The team has 90 minutes to complete the six steps in the FPS process.
   ii. A booklet identifying each step in the problem solving process is provided.
l. In the Middle Grades and High School grade levels, while the topics are the same, each grade level receives a unique Future Scene.
   i. The team has two hours to complete the six steps in the FPS process.
   ii. A booklet identifying each step in the problem solving process is provided.
m. Number, rather than name, identifies teams.
   i. At registration, each team receives a piece of paper bearing a code number corresponding to the code on the FPS sign-in form.
   ii. The team writes the code number on the first page of the booklet.
   iii. Following evaluation, the code number on the booklet is matched to the team name.

n. FPS participants shall receive a 30-second warning when time is about to expire, along with a warning that they will be disqualified if they continue to write after time is called.

o. The Contest Manager shall not release sensitive competition materials in FPS until the awards ceremony on Saturday.

p. The Contest Manager or FPS Coordinator returns all FPS scoresheets to the teams. If District or Regional FPS evaluation has been completed, and inclement weather or natural disaster causes the Saturday events to be postponed, the Contest Manager shall notify the FPS teams advancing to the next level of competition by Monday following the postponed Saturday events. The teams are told whether or not they are advancing, not the exact order of finish. Exact order of finish is not announced until the FPS awards are presented at the awards ceremony. This is done so that FPS teams can begin preparing for the next level of competition, whether it be Regional or State.

q. KAAC encourages host schools to place FPS teams in one large competition room, rather than in separate rooms.

4. **Evaluation**

   Evaluation is written feedback and scoring that helps coaches and students improve their skills as problem solvers.

   **Scheduling Evaluation**

   a. KAAC does not impose a set time for evaluation. The Contest Manager sets evaluation times in consultation with evaluators at times that are reasonably convenient for both parties.
   b. FPS evaluation MUST be completed by noon on Saturday.
   c. At Regional Governor’s Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events on the same day. The number of evaluators used must always equal the number of FPS teams participating.
   d. Not all evaluators need to be present at the same time, but evaluation should be completed in a continuous sitting for each respective evaluator.
   e. Booklets must be evaluated on-site or a site determined and overseen by the FPS Coordinator. Evaluators may not take booklets to any non-approved site.

   **Process and Results**

   f. At the Middle Grades and High School Regional Competitions, the FPS Coordinator must recode the FPS booklets with the new team ID codes and send copies of Steps 2, 4 and 5 from each booklet to KAAC for the purpose of pre-scoring. Pre-scoring will be completed by FPS trainers and returned to the FPS and Composition coordinator to be included in the evaluator packets by FPS Coordinator as mandated scores to be used when scoring the booklet with the corresponding ID number.
   g. The FPS Coordinator or the Contest Manager **must check for the mandated scores and sign the scoresheet** before it is considered valid.
   h. Each step of the FPS process is evaluated and receives a numerical score.
      i. Each evaluator then ranks their respective sample of booklets based on the numerical scores awarded.
      ii. The booklet receiving the highest total numerical score is ranked one; the booklet receiving the next highest score is ranked two; etc.
      iii. The ranks of each evaluator are combined to determine the order of finish. The lowest composite rank places first; the next lowest rank places second, and so forth. ASAP shall also employ an “outlier modification” system to alleviate the damage done by outlier ranks in FPS.
If the composite ranks of booklets are tied, ASAP breaks ties by employing evaluator’s preference—refer to page 37.

There is no inquiry procedure in FPS competition. If a coach feels that an evaluator shows significant errors in evaluation, the coach may request that the booklet and evaluation scoresheet be examined by KAAC. Should KAAC agree, the evaluator will undergo remediation before FPS certification may be renewed.

The FPS Coordinator and head scorer, or other person designated at the Competition Planning Meeting, examine FPS scoresheets to verify team codes, points, and ranks.

A renewed effort must be made to correct mathematical errors on FPS and Composition scoresheets. The FPS and Composition Coordinator should be certified in FPS and knowledgeable about FPS scoring. The FPS scoresheets must be checked against the mandated Step 2, 4 and 5 scores. This person must check the FPS and Composition scoresheets for mathematical mistakes using the directives found in the Coordinator’s Guide. If a certified FPS person is not available as FPS and Composition Coordinator, two people—one of whom must be FPS certified—can check for errors. These people can be the Head Scorer, Chief Official, or a certified FPS coach chosen by the coaches at the Competition Planning Meeting. Whenever two or more people are involved in error-checking, they must be from different schools.

5. Recognition and Advancement
   In District the top two teams in all grade levels receive awards and advance to Regional.
   a. At the Regional competition, the top four Regional FPS teams in all grade levels receive awards. The top two Regional FPS teams in the Middle Grades and High School grade levels advance to the State Finals.
   b. At the State Finals, the top 10 teams in both the Middle Grades and High School grade levels are recognized and receive awards.
   c. School points are awarded based on the order of finish. See page 37 for an explanation of awarding school points in the event of ties.
   d. The Middle and High School Governor’s Cup first and second place FPS teams are invited to attend the International Future Problem Solving Conference (IC), a competition involving FPS affiliate program champions from the United States and several foreign countries.

**QUICK RECALL**

The rules for Quick Recall are presented in the KAAC Quick Recall Manual.

**Recognition and Advancement**

At District the top two teams in all grade levels receive medals and advance to Regional competition. At Regionals, the top four teams receive awards. In the Middle Grades and High School grade levels, the top two teams from the Regional competition advance to the Governor’s Cup Governor’s Cup State Finals.

**Competency Quiz for Coach-Trained Quick Recall Officials**

Quick Recall coaches who have received certification at a KAAC clinic may then certify Quick Recall officials. Officials must pass a competency quiz before receiving a certification number. The online quiz CANNOT be used to certify the required Quick Recall coach. For more information, visit kaac.com.
1. **Participation Requirements**

<table>
<thead>
<tr>
<th>Competition</th>
<th>Students Participating</th>
<th>Required Officials</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>7 or fewer</td>
<td>One proctor or grader</td>
</tr>
<tr>
<td></td>
<td>8 or more</td>
<td>Two proctors or graders</td>
</tr>
<tr>
<td>Regional</td>
<td>7 or fewer</td>
<td>One proctor or grader</td>
</tr>
<tr>
<td></td>
<td>8 or more</td>
<td>Two proctors or graders</td>
</tr>
<tr>
<td>State Finals (MG/HS)</td>
<td>3 or fewer</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 or more</td>
<td>One proctor</td>
</tr>
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</table>

No specific training is required for proctors or graders. At the State Finals, KAAC reserves the right to assign a Middle Grades proctor to a High School exam and vice versa.

2. **Competition Format**

Written Assessment features examinations in five content areas. More info on pages 29-33.

- Mathematics
- Science
- Social Studies
- Language Arts
- Arts and Humanities

a. Written Assessment participants must be accompanied to the competition site by an adult to be eligible to compete in the event.
b. Each content area examination in Written Assessment is considered a separate event.
c. Each member school may enter up to three (3) individuals in each content area.
d. Substitutions are allowed only at the District competition. No substitutions are allowed at the Regional or State Finals.
e. All Written Assessment examinations begin at the time prescribed in this manual. **No student is admitted late to any examination, nor is a student dismissed early.**
f. Each Written Assessment participant receives a card bearing an ID number for each Written Assessment examination. The ID number corresponds to the code on the sign-in form.
   i. The student writes his/her name on the card, and writes his/her ID number on the Written Assessment answer sheet.
   ii. Following completion of the exam, the card is collected and placed in an envelope.
   iii. After the examinations are scored, the ID number on the Written Assessment answer sheet is matched to the student name.
g. If the Contest Manager indicates to KAAC that exams will be hand-scored, KAAC provides Written Assessment response forms. The host school provides scrap paper and, if used, forms for electronic scoring/scanning machines. KAAC provides graph paper for the mathematics exam, if needed. Language translators are prohibited.

### Written Assessment Exams—Formats

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Time Allowed</th>
<th>Questions</th>
<th># of Tiebreakers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>35 minutes</td>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td>Middle Grades and High School</td>
<td>HS Math: one hour</td>
<td>50</td>
<td>10</td>
</tr>
<tr>
<td>School—District and Regional</td>
<td>Others: 50 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Grades and High School</td>
<td>HS Math: one hour</td>
<td>50</td>
<td>20</td>
</tr>
<tr>
<td>School—State Finals</td>
<td>Others: 50 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

h. If a participant continues working after time is called, the student is disqualified from the written assessment event. Contest Managers or their designees must obtain KAAC approval before such a disqualification is made. Students receive a 10-second warning and a disqualification notice.
i. There are no longer “Required Readings” for the Language Arts Written Assessment exams.
j. Calculators may be used on the Mathematics exam only. The host school is not required to provide calculators, and calculators may not be shared among students. Students may use no more than
two calculators. For more information on acceptable calculators, refer to the Coaches’ Resource section.

k. During Written Assessment, students must place all personal items out of sight until the testing time frame is completed. The only items permitted in view are the exam, answer sheet, a pencil and scratch paper, and an approved calculator if students are taking the Mathematics exam.

l. If a student uses a cell phone or other electronic device during Written Assessment, that student is disqualified from that event. 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.

3. **Written Assessment Inquiry Procedure**
A coach may file an inquiry in only two areas: procedure and answer. All inquiries must be in writing. Contest officials respond to written inquiries only.

**Procedure:** Application of rules in administering the examination

**Answers:**
1. An answer appearing on the answer sheet is incorrect
2. A question has more than one correct answer
3. No correct answer appears on the examination

a. Under these circumstances a coach may file a written inquiry as to procedure or answer.
b. Five minutes after the first Written Assessment time frame begins, the head scorer makes copies of each Written Assessment examination and answer key available to the participating coaches. KAAC recommends that host schools set up a secure area for coaches to review Written Assessment exams as part of the inquiry process. No exams may leave the room until after the second testing time frame has begun. If coaches wish to take an exam from the room to confer with students, they may do so after that time, but should return the exam within 15 minutes.
c. All inquiries must be filed by 11:45 a.m. in the Middle Grades and High School grade levels and by 10:40 a.m. in the Elementary grade level.
d. A 15-minute rebuttal period then ensues, during which time a coach or coaches may address the merits of the posted inquiry by filing a rebuttal.
   i. The Chief Official posts the inquiry in a common area for all coaches to view.
   ii. Inquiry forms allow space to respond to a posted inquiry.
e. The Chief Official and inquiry panel receive all inquiries and rebuttals.
   i. The Chief Official decides inquiries and the rebuttals; the judging panel advises the Chief Official on matters related to content.
   ii. All decisions of the Chief Official at a competition site are final.
f. All disputes involving events occurring at a competition (correctness of answers, timing/scoring errors, rules interpretations) shall be resolved by the officials at the competition site. If the officials cannot agree, the Chief Official shall make the final decision, which KAAC cannot overrule.
g. Should a coach feel that a Chief Official was in error regarding a ruling, a formal letter may be submitted to the Executive Director. If, after investigating the inquiry, the director finds the Chief Official in error, a corrective letter will be issued to the coach and Chief Official.

4. **Written Assessment Scoring**

a. A minimum of two official scorers scores each test at the District, Regional, and State Finals.
b. Scorers determine the winners in each content area and relay results to the Contest Manager.
c. Scorers may use scanning machines to score the multiple-choice portion of the exams.
d. Tests are scored on the number of multiple-choice questions answered correctly.
   i. Should the Chief Official declare that a Written Assessment question contains no correct answer, or choose to discard a question, all students are given credit for a correct answer.
   ii. Discarding a question does not impact the base score of 24 or 40 needed for additional advancement, since all students are given credit for a correct answer.
e. At District and Regional, the body of the exam is graded (1-30 Elementary, 1-50 Middle and High School). If there are ties among the top five places, the multiple choice tiebreakers are then used to break the tie(s).

f. If ties remain after considering the tiebreaker questions, all those tied receive awards and advance. School points are divided accordingly in ASAP.

5. Recognition and Advancement
   a. In District competition, the 5 individuals with the highest scores in each content area are awarded placement medals, and advance to Regional competition.
   b. A student not in the top five may also advance to the next level by scoring 24 out of 30 on an Elementary exam or 40 out of 50 on a Middle or High School examination. If not in the top five, no school points or medals are awarded, but coaches may request certificates of merit from KAAC.
   c. The format is repeated at the Regional competition. The top five students are recognized and receive placement medals.
   d. In the Regional Middle Grades and High School grade levels the top five students advance to State.
   e. At the State Finals awards ceremony, the top ten students in the Middle Grades and High School grade levels are recognized and receive awards.
   f. ASAP awards school points based on the order of finish.
   g. In the event of ties, school points are divided evenly among those who tie.

Example: if two students are tied for first place, the points for first and second place are added and divided evenly between the students/schools. Two awards are presented for first place and no award is presented for second place, third through fifth places are awarded respectively.
KAAC Code of Ethics

Governor’s Cup is a voluntary activity. Aware that students are engaged in a variety of activities, the Kentucky Association for Academic Competition publishes competition dates at least a year in advance, and makes a determined effort to avoid conflicts with other statewide events and activities.

In choosing to participate in the Governor’s Cup a school and the student participants agree and accept the rules governing the competition.

In order to take part in Governor’s Cup and other KAAC events, coaches, students and officials must agree to abide by the KAAC Code of Ethics:

**Coaches will:**
1. Share the Statement of Sportsmanship with their players and reinforce its message.
2. Play honestly and avoid improper communication with players during matches.
3. Treat officials and other workers with respect, making and discussing inquiries in an appropriate manner and accepting decisions graciously.
4. Treat all teams, especially their own, with respect.
5. Know and follow event rules and requirements, including bringing the required number of officials and working buzzer systems.
6. Be responsible for the behavior of their team and those accompanying their team.
7. Be responsible for the respectful care and treatment of the host school’s equipment and facilities by their team and those accompanying their team.
8. Refrain from making disparaging remarks about the host school’s facilities.
9. Allow event officials to do their jobs without interference.

**Students will:**
1. Follow the guidelines outlined in the Statement of Sportsmanship.
2. Compete honestly.
3. Refer questions and concerns to their coaches for appropriate handling.
4. Display good sportsmanship at all times, especially by winning or losing graciously, communicating positively with the opposing team(s) and expressing appreciation to event officials.
5. Display appropriate behavior both during and between matches, especially by being in designated areas only, avoiding profanity, refraining from intentional distractions during their matches and from creating disturbances that may distract from ongoing play at the event site.
6. Take respectful care in using equipment and facilities throughout the host school.
7. Refrain from disturbing anything in the event rooms unrelated to the competition.
8. Be positive representatives of their schools.
9. Follow their school’s dress code and the KAAC dress code.

**Officials will:**
1. Accept their role in an unassuming manner, never showboating or over-officiating.
2. Maintain confidence and poise, controlling the competition from start to finish.
3. Know the rules of the event thoroughly and abide by KAAC rules.
4. Apply KAAC rules firmly but fairly, and consistently to all teams.
5. Know and abide by this Code of Ethics.
6. Publicly shake hands with coaches of all teams before the event.
7. Never exhibit emotion or argue with participants or coaches when enforcing rules.
The Philosophy of Good Coaching

No one enters a competition of any kind hoping to lose. Even evolutionary biology professes the survival of the fittest. Everyone cannot nor will not win, so what is the coach to do? The answer is simple – coach your team to win at life. Regardless of the final score in the Quick Recall match or the placement in Written Assessment, every child can be coached to feel that they have won. How, you may ask, is this daunting task accomplished? The answer lies in the coach buying into, and passing on to students, the attitude of a champion.

The Attitude of a Champion

1. I recognize that my team is a championship team. I will treat them as champions and they shall perform as champions in all endeavors.
2. I understand that winning is the result of hours of preparation and study. I further understand that, as the coach of my championship team, I accept the responsibility for providing guidance and instruction to my team to help them advance their individual goals whether in academic competition, classroom performance, or personal achievement.
3. I understand that regardless of the point totals at the end of the day championship teams will always hold their heads high and that they shall offer heartfelt congratulations to all other participants.
4. I understand that good sportsmanship is the ultimate prize. I shall impress upon my team that champions value the performance of their competitors and of themselves and that the competitor is looked upon with respect.
5. I recognize that the officials are the ultimate authorities at a competition. I recognize that they are human and that they may not always make the decisions that I would have made, but I do respect those decisions and will accept those decisions in which they were made.
6. I shall represent the needs and concerns of my team with professionalism and appropriate decorum at all times, whether in the confines of the practice room or the stadium of competition.
7. I understand that I shall be versed in the rules of fair play and of the competition itself. I further recognize my responsibility to ensure that my team is versed in those rules and that they are able to adhere to the rules as they participate in the competitions.
8. I accept responsibility for the actions of the parents, administrators, school personnel, and spectators that accompany my team. I shall impress upon these valuable assistants that their roles in creating a championship team lie within their attitudes and that those attitudes must foster the idea that true champions never accept defeat as the ultimate failure, but that defeat breeds the opportunity to grow.
9. I understand that I have the responsibility to value the contributions of all team members, regardless of the role of that team member. Recognizing that some children have certain abilities that may push those children to the forefront, I must also recognize that all of my team members have abilities that may foster for them a lifetime of success.
10. I will set expectations that are within the reach of champions – in other words, I will expect the best from my team and my team will give their best.
11. I will set rules that are fair and equitable. I shall administer those rules such that every team member will know that the following of the rules applies to every team member.
12. My team and I shall represent our school and ourselves as champions at all times, exhibiting all of the characteristics of a true Governor’s Cup Champion.

Coaches, KAAC charges you with the most rewarding task of all – leading young minds into a lifetime of success. Their success depends upon the attitude that you exhibit as you lead your team. Remember that a positive attitude breeds more positive attitudes. When you profess a winning attitude about competition and the possibility of future successes, then you will be a “great coach” whose lessons will long be remembered beyond District, Regional, and State Governor’s Cup into the future lives of your team members. They will remember that “I am a champion – and my coach showed me the way!”
1. **ENFORCEMENT OF RULES**
   a. The Kentucky Association for Academic Competition Board of Directors has the sole authority to grant or deny membership in the Association and has the authority to suspend or terminate membership in the Association for violation of the Constitution and Bylaws or other rules and regulations of the Association.
   b. The Board determines the dates for District, Regional, and State contests; sites for District and Regional contests are rotated equitably among member schools.
   c. All coaches and students shall adhere to the KAAC Code of Ethics.
   d. The Association will enforce its Bylaws and rules and regulations in the following manner:
      i. All disputes involving events occurring at a competition (correctness of answers, timing or scoring errors, rules interpretations) will be resolved by the officials at the competition site. If the officials cannot agree, the Chief Official will make the final decision.
      ii. An official may remove from the premises of any competition any person whose conduct is unsportsmanlike, offensive, in violation of the rules, or illegal. The official who removes a person on such grounds will make a report of the incident in writing to the Executive Director. If the person is a student, coach, teacher, official, principal, parent, or other person associated with a member school, the Executive Director may direct such school to prohibit that person from attending or participating in future contests. If a school fails to comply with such a directive, it subjects itself to possible termination of its membership by the Board.
      iii. All students are expected to adhere to appropriate decorum at all times during KAAC events. Appropriate decorum includes, but is not limited to, an appearance that is not distracting to other participants. This determination is to be made by the Contest Manager, event officials, or the Chief Official. The "dress code" for KAAC events may be more stringent than the standards set by some Kentucky school districts. This is necessary because we must make every effort to provide a level playing field for our students, and we must take every precaution against the possibility that distraction or intimidation might affect the outcome of the event.
   e. There are several rules that call for disqualification, including failure to provide required officials and identifying one’s identity in an FPS or Composition booklet. To safeguard the rights of students, Contest Managers or their designees must obtain KAAC approval before such a disqualification is made.
   f. In Written Assessment, FPS, or Composition, coaches have three days to report a possible scoring error that may affect results posted to the website.
   g. When a possible scoring error is reported, all answer sheets or scoresheets for that event are checked. Any error found is corrected. The website will reflect corrected results, both in the affected event(s) and overall school points. No medals or trophies must be returned. Any student or team displaced by the error correction shall advance to the next level of competition with no restrictions.

2. **STUDENT RECRUITMENT**
   Students shall not be recruited to a KAAC member school for the purpose of participating in Governor’s Cup. Although a public or private school may point to Governor’s Cup as an example of its extracurricular activities, school choice is a personal, family decision to be made without influence from academic team coaches or "boosters." KAAC asks each of its member schools to discourage this type of behavior.

3. **DISTRICT AND REGIONAL ASSIGNMENT, COMPETITION SCHEDULE**
   a. Students must participate in the District and Region to which they are assigned, and all competition events must be held at the KAAC-designated place and time.
   b. Unless specifically allowed herein, no changes to the official published schedule or
competition dates may be made to avoid conflicts with other events or activities, nor is it appropriate for the host school or a participating coach to request a change in the published schedule.

c. With the exception of severe weather, natural disaster, or reasons involving public health or safety, all events must be held at the prescribed date and time, and all students in each respective event must compete at the same time. A Middle Grades or High School student in both FPS and Composition is the only exception; see page 8.

d. If a competition is delayed or postponed, the Severe Weather Plan agreed upon by the coaches attending the Competition Planning Meeting is enacted. For details, see page 26.

e. Regardless of whether the original schedule or Severe Weather Plan is in effect, all students in each respective event must compete at the same time. Failure to comply with this policy shall result in disqualification.

f. Students who have a significant religious conflict with a KAAC Written Assessment event may take their exam(s) at their school for personal recognition after the regularly scheduled event has been completed. Upon request, KAAC will allow a school administrator to conduct testing using KAAC guidelines. KAAC will send the appropriate award to any student that earns a placing score. Upon request, KAAC will also send the student a letter of recognition. No school points will be awarded, and the student’s name will not be part of the official results.

g. Administrators from schools that are closed for flu or other public health reasons may insist that a Governor’s Cup event be postponed. If that school, however, does not cancel all activities, including athletic events, the administrator’s request will not be honored.

h. A Contest Manager may not adjust the competition schedule to meet the needs of a particular student, group of students, coach or school. Because Governor’s Cup is a multi-tiered event, and the same questions are used across the state, this policy protects the integrity of the competition.

i. Schools that disregard this policy jeopardize their membership in the Kentucky Association for Academic Competition.

   i. Coaches who knowingly alter the established competition dates or schedule (with the exception of the Severe Weather Plan) for any Governor’s Cup event(s) disqualify their school and forfeit their school’s continued participation for those altered event(s) for that competition year.

   ii. Should a second infraction occur within the same competition year or the following two years, the offending school(s) and/or student(s) forfeit all participation rights, in all events, for the remainder of that competition year and the year following that in which the infraction occurred.

4. THE COMPETITION PLANNING MEETING

a. The Competition Planning Meeting dates for District and Regional Governor’s Cup are set by KAAC. The specific time of the meeting on that date may be set by the Contest Manager, working with the schools involved. See page 23 for more information.

5. HOSTING DISTRICT AND REGIONAL GOVERNOR’S CUP

a. KAAC uses the objective points system below when assigning District and Regional hosts.

<table>
<thead>
<tr>
<th>Host Duty – Points Awarded</th>
<th>Regional Host-3 yrs. ago</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Host-last year</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>District Host-last year</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Regional Host-2 yrs. ago</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>District host-2 yrs. ago</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Regional host-3 yrs. ago</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>District Host-3 yrs. ago</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Regional Host-4 yrs. ago</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>District Host – 4 years ago</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

If ties exist, KAAC will examine hosting beyond four years to break the tie. Schools that do not provide a Contest Manager, but rather allow their facility to be used by another school, will receive 20 points.
b. While the KAAC Board of Directors believes that each member school must assume the responsibility of hosting a District and Regional competition, the Board realizes that some schools are limited either by physical facilities or accessibility. In such a situation the school could either host the competition at another school site while still assuming the duties of directing and administering the competition, or secure a replacement host.

c. A host school is defined as that school which undertakes the obligation to coordinate and administer either a District or Regional competition.

d. The competition can be held at the designated host school or at an alternate site (another school building, community college, college or university).

e. The host school is responsible for identifying the actual physical facility used for the competition and providing a Contest Manager to coordinate the administration of the competition. KAAC provides each host school with a digital version of both the Contest Manager’s Guide and the FPS Coordinator’s Guide for the District and Regional competition.

f. The Contest Manager’s Guide and FPS Coordinator’s Guide detail each task involved in carrying out the duties related to the competition. Backup copies of all required forms are included in the guides.

g. KAAC provides all materials necessary for the competition: tests, Quick Recall questions, problem solving materials, writing booklets, manual response forms (if requested), pencils, participation certificates, and awards.

h. No school is asked to host both a District and a Regional competition, within the same grade level, in the same year. KAAC makes every effort to avoid asking schools with multiple memberships to host competitions in more than one grade level per year. Because the hosting rotations in each grade level are independent from each other, this is not always possible.

i. In the event that a school facility is not available, the designated host school may:
   i. Host the competition at another site.
   ii. Delay for one year its hosting obligation by securing an alternate host and notifying KAAC. This is the responsibility of the assigned host school.

j. A school that fails to renew its membership the year in which they are designated to host, or drops out of competition after being asked to host, must serve as a host site the year in which KAAC membership is resumed. If a member school refuses to host the competition, that school is ineligible to compete in the Governor’s Cup for that respective year.

k. A school that declines to host will not be granted membership until the school agrees to accept its responsibility to serve as a host school; such duties will be assigned the year the school is reinstated. Should a school cancel or withdraw its membership, the next school assigned in the District or Regional rotation will host.

6. **COMPETITION GUIDELINES**

**Entering Students**

a. All schools must complete a District Entry Form.
   i. The District Entry Form, completed online, identifies competing students and available officials.
   ii. Coaches enter student names into an online registration form to begin ASAP (Automated Scoring and Advancement Procedure). See the special section at the end of this manual.
   iii. If the Entry Form or Regional Confirmation deadline passes and School A has not complied with the deadline, the District or Regional Contest Manager must make a verifiable contact with either the coach or an administrator from school A. A verifiable contact can be either a fax with send receipt, email with a response or a read receipt, or phone call with phone log. During that contact, the Contest Manager may give School A no fewer than 24 hours to comply with the deadline. If School A still does not comply with the deadline, the Contest Manager contacts KAAC, which makes the decision on disqualification and notifies all concerned parties.

b. Students may participate in a maximum of three events in all tiers of competition combined.
i. Once a student has competed in three events no new events can be added. For example, if a student competes in two Written Assessment events and Quick Recall and advances to the next tier of competition in one Written Assessment event and Quick Recall, that student cannot take part on the Future Problem Solving team.

ii. At District, coaches may add students to their District Entry Form onsite up until the time registration closes-- 8:15 a.m. at the Middle Grades and High School grade levels and 8:45 a.m. at the Elementary grade level.

iii. In the event of a coach error, or student absence or illness, coaches may revise their District Entry Form up until the time the first event begins on that respective day of District competition. One student may be substituted for another as long as the substituting student’s name was entered online by the coach, or was entered onsite during District Registration.

iv. If a student competes in more than three events, the team’s District Entry Form shall be examined. The first three events in which that student competed, in order from left to right on the form, are valid. The student, or student’s team, is disqualified from any event beyond those first three events listed.

c. All coaches from schools advancing students to Regional competition must confirm their advancing students and list their available officials through ASAP by the stated deadline.

d. All coaches from schools advancing students to State Finals (MG/HS) must submit their information through ASAP before the Wednesday following Saturday competition. Such information includes competing students and available officials.

The Contest Manager

e. The Contest Manager is responsible for conducting the competition within the rules and regulations of the Association.

   i. The Contest Manager remains at the competition site for the duration of the competition.

   ii. The Contest Manager’s duties include securing certified officials for the competition, maintaining the integrity of competition materials, and other duties as assigned by the Association.

   iii. The Contest Manager may select others to assist him/her, if necessary.

The Competition Planning Meeting

f. The Contest Manager or designee coordinates the Competition Planning Meeting on a date prescribed by KAAC.

   i. At the Planning Meeting the coaches elect a Chief Official in a manner prescribed by the Association, who settles disputes other officials cannot resolve.

      1. The Chief Official is nominated by participating schools and elected by the coaches attending the Planning Meeting. The Contest Manager votes only to break a tie.

      2. If no coaches attend the planning meeting, or if no school nominates a Chief Official, the Contest Manager may appoint a Chief Official.

   ii. The participating schools nominate five officials (one each from the content areas of Mathematics, Social Studies, Science, Language Arts, and Humanities) to serve as a judging panel. The panel is elected from those nominated on the by coaches.

      1. Although it is not recommended, a coach may serve on the panel.

      2. The judging panel is elected by the coaches attending the Planning Meeting.

      3. The judging panel advises the Chief Official on matters related to content. The advice of the panel is offered to the Chief Official for consideration; however, the final decision rests with the Chief Official and may not be appealed.

      4. The Inquiry Panel need not be sequestered on-site during competition. The Chief Official must, however, have all subject areas represented by those who are “on call” when content area assistance is needed.

   iii. The qualifications of Quick Recall and other officials are discussed at the Competition Planning Meeting. The Contest Manager has the final decision in placing officials.
iv. At the Competition Planning Meeting, the Contest Manager or designee performs the Quick Recall draw according to the instructions provided by KAAC. See the Coaches’ Resources Section for more information.

v. The Contest Manager must have in place an alternate competition schedule that would be enacted in cases of severe weather. All coaches attending the planning meeting must be allowed input on the alternate date and schedule. Coaches that do not attend the planning meeting forfeit their right to have input.

7. RECOGNITION and AWARDS
Rewarding academic excellence is the foundation of Governor’s Cup and the top priority of the Kentucky Association for Academic Competition. All participants in Governor’s Cup may download participation certificates from www.kaac.com.

i. District awards: A Governor’s Cup placement medal is presented to members of the top two teams in Quick Recall (8 per team) and Future Problem Solving (4 per team), the top five individuals in Composition, and the top five individuals in each content area in Written Assessment.

ii. Students advancing to Regional competition in Written Assessment based on a score of 24 or above in the Elementary grade level or 40 or above in the Middle Grades and High School grade levels receive certificates upon the coach’s request to KAAC.

iii. Regional awards: awards are presented to the eight members of the top four teams in Quick Recall and the four members of the top four teams in Future Problem Solving. Medals are awarded to the top five individuals in Composition and the top five individuals in each content area in Written Assessment. In the Middle Grades and High School grade levels, students in Written Assessment scoring 40 or above advance to the State Finals.

iv. The top five individuals and teams in each category or content area at both the District and Regional competition receive points based upon their order of finish.
   1. The two schools whose students and teams accumulate the most points receive awards as the school champion and runner-up in the District competition.
   2. The four schools whose individual students and teams accumulate the most points receive awards in Regional competition.

v. At District and Regional competition, ASAP awards school points to the top individuals or teams in each category or content area as follows:

<table>
<thead>
<tr>
<th>Individual Events--Written Assessment and Composition</th>
<th>Team Events--Quick Recall and Future Problem Solving</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st place 5 points</td>
<td>1st place 8 points</td>
</tr>
<tr>
<td>2nd place 4 points</td>
<td>2nd place 5 points</td>
</tr>
<tr>
<td>3rd place 3 points</td>
<td>3rd place 3 points</td>
</tr>
<tr>
<td>4th place 2 points</td>
<td>4th place 1 point</td>
</tr>
<tr>
<td>5th place 1 point</td>
<td></td>
</tr>
</tbody>
</table>

vi. If there are ties among the top five (5) individual scores or teams, points for order of finish are divided equally among all who tie.

vii. If there are ties among schools at the end of competition, ASAP applies this tie-breaker:
   1. The school with the greater number of first place points in all events finishes ahead of the school having fewer first place points.
   2. If schools remain tied following the above application, the number of second place points is compared. The school receiving the greater number of second place points finishes ahead of the school having fewer second place points.
   3. If, after #2 above is applied, the schools remain tied, they are declared tied and each receives appropriate recognition.

viii. At the State Finals, the individual or team placing first in each category or content area is declared the State champion. The top ten (10) individuals in Composition and each Written
Assessment examination, the top eight (8) Quick Recall teams and the top ten (10) FPS teams are recognized with awards at the State Finals awards ceremony.

ix. The point system used in the State Finals differs from that used in the District and Regional competition. The school receiving the most points, in each grade level, at the State Finals is awarded the Governor’s Cup championship trophy; the school accumulating the second highest number of points, in each grade level, is awarded the second place trophy. The third and fourth place schools, in each grade level, are also recognized with awards.

<table>
<thead>
<tr>
<th>Written Assessment And Composition</th>
<th>Quick Recall</th>
<th>Future Problem Solving</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Place</td>
<td>10 Points</td>
<td>1st Place</td>
</tr>
<tr>
<td>1st Place</td>
<td>16 Points</td>
<td>1st Place</td>
</tr>
<tr>
<td>2nd Place</td>
<td>9 Points</td>
<td>2nd Place</td>
</tr>
<tr>
<td>2nd Place</td>
<td>13 Points</td>
<td>2nd Place</td>
</tr>
<tr>
<td>3rd Place</td>
<td>8 Points</td>
<td>3rd Place</td>
</tr>
<tr>
<td>3rd Place</td>
<td>10 Points</td>
<td>3rd Place</td>
</tr>
<tr>
<td>4th Place</td>
<td>7 Points</td>
<td>4th Place</td>
</tr>
<tr>
<td>4th Place</td>
<td>8 Points</td>
<td>4th Place</td>
</tr>
<tr>
<td>5th Place</td>
<td>6 Points</td>
<td>5th Place</td>
</tr>
<tr>
<td>5th Place</td>
<td>5.25 Points</td>
<td>5th Place</td>
</tr>
<tr>
<td>6th Place</td>
<td>5 Points</td>
<td>6th Place</td>
</tr>
<tr>
<td>6th Place</td>
<td>5.25 Points</td>
<td>6th Place</td>
</tr>
<tr>
<td>7th Place</td>
<td>4 Points</td>
<td>7th Place</td>
</tr>
<tr>
<td>7th Place</td>
<td>5.25 Points</td>
<td>7th Place</td>
</tr>
<tr>
<td>8th Place</td>
<td>3 Points</td>
<td>8th Place</td>
</tr>
<tr>
<td>8th Place</td>
<td>5.25 Points</td>
<td>8th Place</td>
</tr>
<tr>
<td>9th Place</td>
<td>2 Points</td>
<td>9th Place</td>
</tr>
<tr>
<td>10th Place</td>
<td>1 Point</td>
<td>10th Place</td>
</tr>
</tbody>
</table>

x. Occasionally an award is presented to a student or team and later an error is discovered in computation or transposition of names and student numbers. Because students are the focus of Governor’s Cup, KAAC does not, in most cases, revoke an award once announced. Recognizing and advancing both students and/or teams corrects the error. Where possible scoring errors are corrected; however, there are instances when an error cannot be rectified.

8. SPECIAL NEEDS STUDENTS

Governor’s Cup is open to all students, and students with Individualized Education Plans (IEPs) are encouraged to participate. It is the responsibility of the School Representative to designate these students on the District Entry Form on or before the submission deadline. This reasonable stipulation ensures that the Contest Manager has time to make the requested accommodation. Whenever possible, the local Contest Manager and host school may make reasonable and necessary accommodations for students with documented IEPs. Such accommodations may include providing enlarged text copies of examinations or prompts, or the use of a (human) reader and/or a scribe. Readers and scribes may not be from the same school as the special needs student. A high-stakes, fast-paced, competitive environment is not in the best interest of every student. There are some components of IEPs that fundamentally alter the nature of our event, an academic competition. For example, Contest Managers may not give students extended time in Written Assessment, because students are all competing against the clock as well as each other. Nor can Written Assessment readers paraphrase text for students, because this introduces knowledge or understanding outside of the student’s own mind. If a student has a documented health issue that may require an emergency break during Written Assessment or Composition, Contest Managers will place that student in a separate testing room. This will prevent the student from distracting the other competitors. The student shall be given a reasonable amount of time to address the health issue. This time shall not be deducted from the student’s allotted time for that event. The student’s coach is responsible for informing the host school Contest Manager of this special need on the District Entry Form as well as providing any required medical personnel. If you have any questions about what accommodations may or may not be allowed, you must contact KAAC before January 1. Appeals: the legal guardian of a Governor’s Cup participant, or participant over 18 years old, may appeal a denied accommodation to the KAAC Board by sending a written basis for appeal to the KAAC Executive Director, 113 Consumer Lane, Frankfort, KY 40601. Any documents the appellant wants the board to consider must be received by the KAAC Executive Director at least five (5) days before the participant’s event. The KAAC Board will make a decision based upon written documentation presented by the appellant and the KAAC Executive Director.
SEVERE WEATHER GUIDELINES

As with any activity involving students and travel, safety is the foremost concern when decisions are made. Severe weather is a distinct possibility during the competition season. Here is the KAAC Severe Weather Plan that must be followed by all schools:

Prior to the competition, the Contest Manager must have in place an alternate competition schedule that would be enacted in cases of severe weather. The alternate date and schedule must meet the following requirements:

1. At least 48 hours before the Competition Planning Meeting, coaches may provide input on the competition’s alternate date and schedule (see the next page). Any school not attending the meeting must be informed of the alternate date and schedule.
2. Attendance at the planning is mandatory. Coaches who fail to send a representative to the planning meeting forfeit the right to object to the alternative competition schedule.
3. All Saturday events must be completed, weather permitting, by the Friday following the scheduled competition date.

Two options are available when severe weather exists:
1. The competition may operate on a delayed basis, beginning later in the day.
2. The Contest Manager may postpone the event, and enact the alternate date and schedule agreed upon at the Competition Planning Meeting.

The Contest Manager has the duty to implement a delay or postponement if travel conditions within the competition area are unsafe. The Contest Manager also must implement a delay or postponement at the request of a school principal, superintendent, or assistant superintendent. Communication and advance planning will eliminate frustration on the part of all participating schools.

Only a school principal, superintendent or assistant superintendent shall be allowed to request a postponement or delay. If a request is made to delay or postpone a Regional competition, that request must be approved by KAAC.

Administrators from schools that are closed for flu or other public health reasons may insist that a Governor’s Cup event be postponed. If that school, however, does not cancel all activities, including athletic events, the administrator’s request will not be honored.

The same questions and exams are used at all sites, regardless of the date of the competition. KAAC relies on the integrity of the Contest Manager, officials and coaches in maintaining the confidentiality of competition materials.

Contest Managers must contact the participating coaches and schools if severe weather forces a change in the competition schedule. The Contest Manager should also contact local and Regional radio and television stations to announce a delay or postponement. All Contest Managers should be aware of the travel time required by the participating schools and plan such decisions accordingly. The Contest Manager should provide a home telephone number for direct contact by coaches.

The timing of the decision to delay or postpone competition should reflect the severity of the weather conditions in the area. If extreme weather conditions exist, the decision could be made as early as Friday morning. In most cases, however, an early Saturday decision is best. One year several Districts were postponed because of an inaccurate forecast; the Contest Managers made their decision too early and the competition was needlessly delayed. Please remember, however, that the safety of the students is our primary concern; it is better to be overly cautious than to jeopardize their safety.
Severe Weather Plan—Coach Input Form

Grade Level: EL / MG / HS  District#______  Region#_______  Date_____________
School____________________  Coach or School Representative____________________

The Contest Manager has the duty to implement a delay or postponement if travel conditions within the competition area are unsafe. The Contest Manager also must implement a delay or postponement at the request of a school principal, superintendent, or assistant superintendent. Any Contest Manager decision to delay or postpone a Regional competition must be approved by KAAC.

Coaches, remember two things when putting forward your suggested schedule below:
1. All events must be completed, weather permitting, by the Friday after the scheduled competition date.
2. Please remember that some schools or school districts have restrictions on how late students may be allowed to participate in an extra-curricular activity.
3. Rest assured that there won’t be a solution that is perfect for everyone.

Coach Input Section

Should severe weather or natural disaster force a postponement of the published Governor’s Cup schedule, my preferences for rescheduling the various events are as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>1st Choice—Dates and Times</th>
<th>2nd Choice—Dates and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPS</td>
<td>M  Tu  Wed  Th  F  Sa  at ____ AM/PM</td>
<td>M  Tu  Wed  Th  F  Sa  at ____ AM/PM</td>
</tr>
<tr>
<td>Composition</td>
<td>M  Tu  Wed  Th  F  Sa  at ____ AM/PM</td>
<td>M  Tu  Wed  Th  F  Sa  at ____ AM/PM</td>
</tr>
<tr>
<td>Written Assessment</td>
<td>M  Tu  Wed  Th  F  Sa  at ____ AM/PM</td>
<td>M  Tu  Wed  Th  F  Sa  at ____ AM/PM</td>
</tr>
<tr>
<td>Quick Recall</td>
<td>M  Tu  Wed  Th  F  Sa  at ____ AM/PM</td>
<td>M  Tu  Wed  Th  F  Sa  at ____ AM/PM</td>
</tr>
</tbody>
</table>

Special Information for Contest Manager:

Send to your District Host School at least 48 hours before the Coaches’ Planning Meeting.
Calculator Guidelines for Mathematics Written Assessment

Elementary
A maximum of two non-programmable, non-graphing calculators may be used, including but not limited to:
- Math Explorer
- Casio FX 115, FX 250, FX 300, and FX 570 series
- Radio Shack 4029
- Sharp 506 series calculators

Middle Grades and High School
A maximum of two calculators permissible under the ACT guidelines may be used for Governor's Cup. You may use any four-function, scientific, or graphing calculator, unless it has features described in the Prohibited list. For models on the Permitted with Modification list, you will be required to modify some of the calculator's features. Below are the ACT Calculator Guidelines—adapted from www.actstudent.org:

FAIR WARNING: The coach is responsible for knowing if a calculator is a permitted model. If a student uses a prohibited calculator, that student’s exam will not be scored. KAAC uses ACT testing guidelines, should they change.

Prohibited Calculators
- Calculators with built-in computer algebra systems (CAS), including:
  - Texas Instruments: All models that begin with TI-89 or TI-92, TI-Nspire CAS—The TI-Nspire (non-CAS) is permitted.
  - Hewlett-Packard: HP Prime, HP 48GII, All model numbers that begin with HP 40G, HP 49G, or HP 50G
  - Casio: fx-CP400 (ClassPad 400), ClassPad 300, ClassPad 330, Algebra fx 2.0, All model numbers that begin with CFX-9970G
  - handheld, tablet or laptop computers, including PDAs
  - electronic writing pads or pen-input devices—The Sharp EL 9600 is permitted.
  - calculators built into cell phones or other electronic communication devices
  - calculators with a typewriter keypad in QWERTY format—those with letter keys not in QWERTY format are permitted

Calculators Permitted with Modification
- calculators with paper tape—Remove the tape.
- calculators that make noise—Turn off the sound.
- calculators that can communicate wirelessly with other calculators—Completely cover the infrared data port with heavy opaque material, such as duct or electrician's tape (includes HP-38G and 39G series and HP-48G)
- calculators that have power cords—Remove all power/electrical cords.

On Competition Day
If you decide to bring a calculator to Governor's Cup, it must not be a prohibited type. Be sure your calculator is working and has reliable batteries. You may bring a spare calculator and extra batteries to the event. Host schools are not required to supply batteries or calculators. You will not be allowed to share calculators during testing. Proctors will check your calculator to verify it is a permitted type, and they will monitor your use of your calculator. If your calculator has a large display, proctors may seat you where no other test taker can see your calculator.

   Students are not required to clear calculator memory before the event.

More Information about Specific Calculator Models
- All calculators in all of these series are prohibited because they have built-in Computer Algebra Systems: Casio CFX-9970G and Algebra fx 2.0, Hewlett-Packard HP-40G and HP-49G, and Texas Instruments TI-89.
- All calculators in the Texas Instruments TI-92 series are prohibited because they have QWERTY (typewriter) keyboards and built-in Computer Algebra Systems. The TI–Nspire (non-CAS) is permitted, as is the TI-84 Plus Silver Edition.
- Calculators in the Hewlett-Packard HP-38G series and HP-48G series may be used only if the infrared communications port is covered with heavy opaque material such as duct tape or electrical tape.
- The Sharp EL-9600 is permitted for use, because it is not considered a pen-input device. You may bring the stylus that comes with the calculator.
Governor’s Cup Quick Recall and Written Assessment Content

Each Quick Recall round contains an equal number of questions from each subject area. Each Written Assessment exam has balanced proportions from each category.

High School Mathematics
Most questions are computational, but vocabulary and history may also be covered.

1. Number and Quantity: Real and Complex Numbers, Radicals, Rational Exponents
2. Number and Quantity: Vectors, Polar Coordinates, Matrices, Fractals
3. Number and Quantity: Set Theory, Base Changes, Sequences and Series, Binomial Theorem
4. Algebra: Equations and Inequalities (including Linear, Absolute Value, Quadratic, Exponential, Logarithmic, Radical, Rational, and Trigonometric), Systems of Linear and Non-Linear Equations and Inequalities
5. Algebra: Variations, Polynomials, Rational Expressions
6. Functions: Functions and Their Graphs (including Linear, Absolute Value, Quadratic, Exponential, Logarithmic, Radical, Rational, and Trigonometric), Inverses, Compositions of Functions
7. Functions: Exponential and Logarithmic Functions, including their properties and applications
8. Functions: Radian Measure, Unit Circle, Trigonometric Identities
9. Functions: Polynomial Functions (including End Behavior, Zeros, Rational Root Theorem, Remainder Theorem, Descartes Rule of Signs, Fundamental Theorem of Algebra) and Rational Functions
10. Geometry: Congruence and Similarity, including Transformations in the Plane and Similarity in Transformations
12. Geometry: Quadrilaterals, Polygons, Polyhedrons
13. Geometry: Perimeter, Area, Surface Area, Volume
14. Geometry: Circles, including all theorems, Arc Lengths, and Areas of Sectors
15. Geometry: Coordinate Geometry and Conic Sections

17. Statistics and Probability: Random Variables, Probability Distributions (including Uniform, Binomial, Geometric, and Normal), Expected Value
18. Statistics and Probability: Use Statistics to interpret Data, including Measures of Central Tendency, Measures of Spread, Regression, Confidence Intervals, and Hypothesis Testing
19. Calculus: Limits and Derivatives
20. Calculus: Integrals and Differential Equations

High School Science

1. Anatomy and Physiology
2. Botany: Vascular and Non-Vascular Plants, Photosynthesis, etc.
3. Vertebrates and Invertebrates
4. Genetics: Including DNA Replication and Protein Synthesis
5. Cells: Including Mitosis, Meiosis, Osmosis, Diffusion, Respiration
6. Protista, Monera, Fungi, Viruses
7. Ecology, Environmental Issues, Resources and Conservation
8. Chemistry: Processes, Reactions
9. Chemistry: Elements, Compounds, Periodic Table
11. Chemistry: Acids, Bases, Salts, Solutions
12. Chemistry: Nuclear, Atomic, Modern
16. Physics: Vibrations, Waves, Sound
17. Physics: Electricity and Magnetism
18. Modern Physics: Quantum Physics, Particle Physics, Relativistic physics
19. Astronomy, Astronomers, Space Travel
20. Earth Science
21. Science History, Famous Scientists, Current Science Events

High School Social Studies

1. Government: Types, Characteristics, and International Relations
3. Major Supreme Court Cases
4. Sociology and Psychology
6. Geography: United States, political and physical
7. Geography: World, political and physical
8. World Civilization: Prehistory to the Middle Ages – Europe, China, and India
9. World Civilization: Renaissance and Reformation
10. World Civilization: Post-Renaissance/Reformation to 1800
11. World Civilization: 1801-1900
12. World Civilization: 1901-present
13. U.S. History: Prehistory and Pre-Columbian History
14. U.S. History: Discovery and colonization (1492-1774)
15. U.S. History: New Nation to the Civil War (1775-1860)
16. U.S. History: Civil War/Reconstruction to World War I (1861-1918)
17. U.S. History: Post-war, Depression, World War II (1919-1945)
19. Current History: People and Events from 2010 to the present

High School Language Arts
1. Early Literature including Indian, Sanskrit, Chinese, Persian and Faith-based Literature
2. Ancient Greek and Roman Literature to 400 A.D.
3. Medieval Literature (to 1400) including Arabic Faith-based Literature
4. Renaissance European and English Literature 1400-1600
5. British, European and Russian Literature 1600-1800
6. American Literature before 1800
7. British, European and Russian Literature 1800-1900
8. American Literature 1800-1900
9. Award-winning British poetry and novels since 1900
10. Latin American, African and Eastern Hemisphere Literature (any era, excluding European and Russian)
11. Nobel Prize in Literature Winners
12. Drama since 1900: Emphasis on British and American
13. Award-winning American poetry and novels since 1900
14. Pulitzer Prize Winners: Fiction
15. Short stories 1900-present
16. Literary Devices and Techniques
17. Grammar and Mechanics
18. English word origins with Greek/Latin roots, Common Foreign Words and Phrases

High School Arts and Humanities
1. Visual Art: Elements, forms, purposes, terms, concepts
3. Visual Art: Art periods, themes, styles, historical and cultural aspects
4. Architecture and architectural elements – Emphasis on Middle Eastern and Asian, Ancient Greece and Rome
6. Music: Elements, forms, purposes, terms, concepts, styles
7. Composers and their works – Emphasis on Berlioz, Bartok, Mahler, Palestrina, Handel, Rachmaninoff, Haydn, Paganini, Purcell, Debussy; Modern American and Contemporary
8. Music: Movements, time periods, historical and cultural aspects
9. Musical theatre, opera, operettas
10. Dance: Elements, forms, purposes, terms, concepts
11. Dancers and choreographers: famous roles and contributions
13. World religions, religious leaders and religious history
14. Mythology: Greek, Roman and Norse gods, goddesses and characters
15. Contemporary drama, music and art – 1940 to present
16. Drama/Theater: Elements, forms, concepts, historical and cultural aspects
17. Drama/Theater: Notable works
18. Film masterpieces and documentaries, famous directors (Award-winning and notable nominees)
Middle Grades Mathematics

1. Number Theory
2. Sequences and Patterns
3. Absolute Value, Integers, Rational Numbers
4. Ratio, Proportion and Percents
5. Systems of Measurement
7. Geometry: Perimeter, Circumference, Area and Surface Area
8. Geometry: Volume of Prisms, Cylinders, Cones, Pyramids, and Spheres
9. Indirect Measurement: Similar Polygons, Pythagorean Theorem, Special Right Triangles, Trigonometry
10. Statistics and Data Analysis
11. Probability: Independent/Dependent Events, Permutation, Combinations
12. Inequalities and Absolute Value
13. Polynomials, Polynomial Factoring, Algebraic Fractions
14. Relations, Functions and Variations
15. Linear Equations and Functions, Systems of Linear Equations
16. Radicals and Exponents
17. Quadratic Equations and Functions

Middle Grades Science

1. Matter: Chemical and Physical Properties, Compounds, Elements, Mixtures
2. Motion and Force: Newton’s Laws of Motion, Waves
4. Living Systems’ Structure and Function: Uni/Multicellular Organisms, Specialization
5. Regulation and Behavior: Obtaining and Using Resources, Stimuli
6. Reproduction and Heredity
7. Populations, Communities and Ecosystems: Food Webs, Sunlight & Energy Flow, Carrying Capacity
8. Earth’s Subsystems: Lithosphere, Atmosphere, Hydrosphere, Climate, Resources
9. Solar System and Beyond: Objects, Events, Gravity/Inertia, Constellations
10. Scientific Process: Experiments and the Scientific Method, Tools of Science, Lab Safety and First Aid (Written Assessment only)
11. Plants: Resources/Uses, Evolution, Life Cycles
12. Animals: Evolution, Life Cycles
13. Fungi, Viruses and Bacteria
15. Health and Nutrition

Middle Grades Social Studies

1. Current History: People and Events from 2010 to the present
2. U.S. Geography: Physical and Political
3. World Geography: Physical/Political Geography, Maps
4. Geography: Climate, Land, Resources, Map Skills
5. World Civilization: Ancient Africa and Egypt, River Valleys, Fertile Crescent, India and China
6. World Civilization: Greece and Rome
7. World Civilization: Middle Ages
8. World Civilization: Age of Exploration – Emphasis on European Explorers
9. U.S. History: Prehistory, Native American Cultures, Exploration
10. U.S. History: Colonial Period (1500-1775)
11. U.S. History: Becoming a New Nation (1775-1815)
13. U.S. History: Civil War and Reconstruction
14. U.S. History: Presidents and Great Political Figures
15. U.S. Government (Major Documents and Citizenship)

Middle Grades Language Arts

1. Classic American Novels (Early American to 1900)
2. Newbery Award Winners
3. Classic Children’s Novels
4. Award-winning Contemporary Young Adult Literature
5. Award-winning Contemporary Young Adult Nonfiction
6. Famous Poets and Poetry (including Contemporary)
7. Famous Plays and Playwrights (including Contemporary), Famous
Speeches
8. Short Stories: Authors, Titles, Characters, Themes
9. Characters in Fables, Folklore, Tall Tales
10. Grammar: Types of Sentences, Phrases, Clauses, Mechanics, Language Usage
11. Grammar: Punctuation, Sentence Structure, Capitalization
12. Parts of Speech and Their Usage
13. Vocabulary: Spelling and Definitions
14. Vocabulary: Greek and Latin Affixes and Roots
15. Common Foreign Words and Phrases
16. Literary Devices and Techniques

Middle Grades Arts and Humanities
1. Visual Arts: Elements of Art, Music, Dance and Drama
6. American Composers and their Works
7. Musical Instruments and Families (including traditional folk instruments)
8. Purposes and Styles of Music— including Latin musical styles, Medieval (e.g. Gregorian chant), gospel, popular, ballads
9. Dance: Historical/Cultural Aspects; Dancers and Choreographers
10. World Religions and Holidays, Religious Leaders and History
11. Mythology: Greek and Roman Gods, Goddesses and Characters
12. Drama/Theater: Age-appropriate Musical Theater and Broadway Plays
13. Cultural Icons 2000-present

Elementary Mathematics
1. Properties of Real Numbers: Comparing and Ordering Real Numbers
2. Data Collection, Organization, Description, and Interpretation (Written Assessment only)
3. Calculating Factors and Multiples; Real World Problem Solving using Whole Numbers and Decimals
4. Real World Problem Solving using Fractions and Mixed Numbers
5. Ratio, Proportions, Percents using Real World and Mathematical Problem Solving
6. Convert Standard and Metric Measurements within the same system using Real World Problem Solving
7. Graphing Points on the Coordinate Plan using Real World and Mathematical Problem Solving (Written Assessment Only)
8. Classifying Lines, Angles, and Two-dimensional Geometric Figures according to their properties
9. Perimeter, Area and Volume of Geometric Figures using Real World and Mathematical Problem Solving
10. Symmetry, Congruence, and Similar Figures (Written Assessment Only)
12. Algebraic Thinking: Numerical Expressions and Number Patterns
13. Pre-Algebra

Elementary Science
1. Properties of Objects and Materials
2. Position and Motion of objects
3. Light, Heat, Electricity and Magnetism
4. Earth Science: Rocks, Soil, Minerals, Fossils
5. Earth Science: Subsystems (Hydrosphere, Atmosphere, Water Cycle, Weather, Climate, Seasons)
6. Solar System: Planets, Sun, Observable Patterns of Movement and Shapes
7. Organisms: Cells, Simple Organisms, Life Cycles, Characteristics and Relationships
8. Organisms: Plants, Life Cycles, Characteristics and Relationships
9. Organisms: Invertebrates, Life Cycles, Characteristics and
Elementary Social Studies
1. Kentucky Geography
2. Kentucky History
3. United States Geography: Physical Characteristics and Map Skills
4. United States Geography: Human Characteristics – Populations and Interaction with the Environment
5. Early U.S. Cultures – Emphasis on English, Spanish, French, West African
6. United States History: Beginnings to Revolution for Independence
7. United States History: Revolutionary War to 1865
8. United States History: Reconstruction to Present
9. Government: Local, State, and National
10. Citizenship: Rights and Responsibilities
11. Basic Economic Principles
12. United States Symbols, Slogans, Landmarks, Documents
13. People and Events from 2010 to the present

Elementary Arts and Humanities
1. Elements of Music: Rhythm, timbre, melody, tempo, harmony, dynamics, etc
2. Purposes and Styles of Music including Historical and Cultural Aspects
3. Musical Instruments and Families
4. Famous Composers and Their Best Known Works – Emphasis on Gershwin, Mozart, Tchaikovsky, Copland, Beethoven, Schubert, J.S. Bach
5. Elements of Dance, Types of dance, and Appropriate Dance Wear
6. Dancers and Choreographers
7. Drama: Elements, Production, and Performance, Age-appropriate Broadway Plays
11. Cultures: West African, Native American, American Folk, Colonial American dance, drama, visual art, and music
12. Cultural Icons 1990-present

Elementary Language Arts
1. Newbery Medal Winners, 1990 to Present
2. Caldecott Medal Winners, 1990 to present
3. Famous Poetry and Poets (emphasis on Children’s Poetry); Poetic forms
5. Literature Genres, Terms and Devices
6. Characters in Fables, Folklore, Tall Tales, Legends – Emphasis on American
7. Nursery Rhymes, Fairy Tales, Famous Speeches
8. Vocabulary: Roots, Affixes and Their Effects upon Meaning; Synonyms/Antonyms, Word Usage
9. Vocabulary: Homophones, Homonyms, Compound Words
10. Grammar: Punctuation, Capitalization, and for Written Assessment only: Special Type such as Boldface, Italics, etc.
11. Grammar: Parts of Speech and Their Functions, (including Subject, Direct and Indirect Objects, Gerunds, Appositives, Predicate and Predicate Nominatives)
12. Types of Sentences, Clauses, Phrases
13. Spelling
TIE-BREAKING PROCEDURES

COMPOSITION

In District and Regional Composition, if the composite ranks are tied, the ASAP online scoring system uses reader’s preference to break ties. Reader’s preference is determined by comparing the ranks of each reader to determine which paper was preferred by the majority of readers. *Note—these examples do not reflect any possible rank outlier modification (see page 10).

**DISTRICT and REGIONAL COMPOSITION EXAMPLE (2 readers):**

<table>
<thead>
<tr>
<th>ID #</th>
<th>Reader 1 Rank</th>
<th>Reader 2 Rank</th>
<th>TOTAL RANK</th>
<th>PLACE</th>
<th>Points earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>71</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>1st</td>
<td>5</td>
</tr>
<tr>
<td>77</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>2nd</td>
<td>2</td>
</tr>
<tr>
<td>74</td>
<td>3</td>
<td>5</td>
<td>8</td>
<td>5th</td>
<td>1</td>
</tr>
<tr>
<td>80</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>2nd</td>
<td>2</td>
</tr>
<tr>
<td>85</td>
<td>5</td>
<td>1</td>
<td>6</td>
<td>2nd</td>
<td>2</td>
</tr>
</tbody>
</table>

In the above Composition example two readers scored each student paper. Three papers earned a composite rank of 6. Employing reader’s preference creates a circular preference. Reader 2 preferred paper 85, while Reader 1 preferred paper 77 in the tied papers. Because there is no way to determine readers’ preference all three papers are declared tied and the points for 2nd, 3rd and 4th place are divided evenly.

**REGIONAL COMPOSITION EXAMPLE (4 readers):**

<table>
<thead>
<tr>
<th>ID #</th>
<th>Reader 1 Rank</th>
<th>Reader 2 Rank</th>
<th>Reader 3 Rank</th>
<th>Reader 4 Rank</th>
<th>TOTAL RANK</th>
<th>PLACE</th>
<th>Points earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>✡1</td>
<td>4</td>
<td>✡2</td>
<td>✡1</td>
<td>8</td>
<td>1st</td>
<td>5</td>
</tr>
<tr>
<td>105</td>
<td>2</td>
<td>✡1</td>
<td>3</td>
<td>2</td>
<td>8</td>
<td>2nd</td>
<td>3</td>
</tr>
<tr>
<td>108</td>
<td>3</td>
<td>11</td>
<td>11</td>
<td>3</td>
<td>28</td>
<td>3rd</td>
<td>2</td>
</tr>
<tr>
<td>107</td>
<td>9</td>
<td>6</td>
<td>5</td>
<td>8</td>
<td>28</td>
<td>4th</td>
<td>.5</td>
</tr>
<tr>
<td>106</td>
<td>7</td>
<td>3</td>
<td>8</td>
<td>10</td>
<td>28</td>
<td>4th</td>
<td>.5</td>
</tr>
</tbody>
</table>

In the above example, paper 101 and 105 earned a composite rank of 8. Employing reader’s preference determines that Reader 1, Reader 3 and Reader 4 preferred paper 101 over paper 105. Therefore, paper 101 places 1st and paper 105 places 2nd.

Papers 108, 107, and 106 are tied with a composite score of 28. Employing reader’s preference determines that Reader 1 and Reader 4 preferred paper 108, while Reader 2 preferred paper 106 and
Reader 3 preferred paper 107. Paper 108 places 3rd, and papers 107 and 106 tie for 4th. There is no way to determine reader's preference between papers 107 and 106 as two readers prefer one booklet and two readers prefer the other.

**FUTURE PROBLEM SOLVING**
In District competition, if the composite ranks of booklets are tied, the ASAP online scoring system uses evaluator’s preference to break the tie. Evaluator’s preference is defined by comparing the ranks of each evaluator scoring the tied booklets to determine which team was preferred by the majority of evaluators.

**DISTRICT FPS EXAMPLE:**

<table>
<thead>
<tr>
<th>ID #</th>
<th>Evaluator 1 Rank</th>
<th>Evaluator 2 Rank</th>
<th>Evaluator 3 Rank</th>
<th>Evaluator 4 Rank</th>
<th>Evaluator 5 Rank</th>
<th>TOTAL RANK</th>
<th>PLACE</th>
<th>FPS Points earned for school</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>♦2</td>
<td>♦4</td>
<td>4</td>
<td>♦3</td>
<td>4</td>
<td>17</td>
<td>3rd</td>
<td>3</td>
</tr>
<tr>
<td>BB</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>7</td>
<td>1st</td>
<td>8</td>
</tr>
<tr>
<td>CC</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>11</td>
<td>2nd</td>
<td>5</td>
</tr>
<tr>
<td>DD</td>
<td>3</td>
<td>5</td>
<td>♦3</td>
<td>4</td>
<td>♦2</td>
<td>17</td>
<td>4th</td>
<td>1</td>
</tr>
<tr>
<td>EE</td>
<td>5</td>
<td>3</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>23</td>
<td>5th</td>
<td>0</td>
</tr>
</tbody>
</table>

In the above example, AA places 3rd ahead of DD because it was preferred by the greater number of evaluators (three out of five). Evaluators 1, 2 and 4 preferred (♦) booklet AA. Evaluators 3 & 5 preferred DD.

**In Regional competition**, if the composite ranks of booklets are tied:
1. ASAP employs evaluator’s preference only if two or more evaluators have scored the tied booklets.
2. If only one evaluator has evaluated the tied booklets, the booklets are declared tied and placement and points are divided accordingly.

**REGIONAL FPS EXAMPLE #1:**

<table>
<thead>
<tr>
<th>ID #</th>
<th>Evaluator 1 Rank</th>
<th>Evaluator 2 Rank</th>
<th>Evaluator 3 Rank</th>
<th>Evaluator 4 Rank</th>
<th>Evaluator 5 Rank</th>
<th>TOTAL RANK</th>
<th>PLACE</th>
<th>FPS Points earned for school</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>1st</td>
<td>8</td>
</tr>
<tr>
<td>25</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td></td>
<td>12</td>
<td>5th</td>
<td>0</td>
</tr>
<tr>
<td>27</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td></td>
<td>11</td>
<td>4th</td>
<td>2nd</td>
</tr>
<tr>
<td>23</td>
<td>3</td>
<td>♦2</td>
<td>♦2</td>
<td>4</td>
<td></td>
<td>11</td>
<td>3rd</td>
<td>3</td>
</tr>
<tr>
<td>28</td>
<td>4</td>
<td></td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>11</td>
<td>2nd</td>
<td>5</td>
</tr>
</tbody>
</table>

In the above example, booklets 27, 23 and 28 each had a composite score of 11. Employing evaluator's preference determines that two of the five evaluators (Evaluator 3 and Evaluator 5) evaluated all three books.
Evaluator 3 and Evaluator 5 (×) both preferred booklet 28 over booklets 23 and 27; therefore, booklet 28 places 2nd. Look again at the two remaining booklets, 23 and 27. Three evaluators (Evaluator 2, Evaluator 3, and Evaluator 5) scored the booklets. Employing evaluator’s preference determines that Evaluator 2 and Evaluator 3 preferred (◊) booklet 23, so booklet 23 places third.

**REGIONAL FPS EXAMPLE #2:**

<table>
<thead>
<tr>
<th>ID #</th>
<th>E - 1 rank</th>
<th>E - 2 rank</th>
<th>E - 3 rank</th>
<th>E - 4 rank</th>
<th>E - 5 rank</th>
<th>E - 6 rank</th>
<th>E - 7 rank</th>
<th>E - 8 rank</th>
<th>TOTAL RANK</th>
<th>PLACE</th>
<th>Points earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>13</td>
<td>4th</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>15</td>
<td>5th</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>42</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>20</td>
<td>6th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>10</td>
<td>1st</td>
<td>5.33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>20</td>
<td>6th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>10</td>
<td>1st</td>
<td>5.33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>10</td>
<td>1st</td>
<td>5.33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>22</td>
<td>7th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In Regional FPS Example #2, three booklets (# 43, # 46 and # 47) are tied with a composite rank of 10. Only one evaluator (Evaluator 5) scored all three booklets. **ASAP only employs evaluator’s preference when two or more evaluators score the tied booklets; therefore, the three booklets are declared tied.** The three booklets tie for first place and the points for 1st, 2nd and 3rd place are divided among the three teams. \( (8 + 5 + 3 = 16 \text{ divided by } 3 = 5.33) \)

The same procedure is employed for booklets 42 and 44—the booklets are declared tied because evaluator’s preference cannot be employed.

**AWARDING SCHOOL POINTS WHEN TIES OCCUR—Written Assessment & Composition**

In Written Assessment and Composition, if ties remain after scoring the tiebreaker questions, ASAP uses the table below to assign school points.

If ties occur after employing evaluator’s preference in FPS, ASAP adjusts the point value (1st place = 8 points; 2nd place = 5 points; 3rd place = 3 points; and 4th place = 1 point) and awards the points in the same manner as described below.

**TIES FOR FIRST PLACE:**

<table>
<thead>
<tr>
<th>Number Tied</th>
<th>Points Available</th>
<th>Divide</th>
<th>Each Student Receives</th>
<th>Other Places Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>5+4</td>
<td>by 2</td>
<td>4.5 Points</td>
<td>3rd, 4th and 5th Places</td>
</tr>
<tr>
<td>3</td>
<td>5+4+3</td>
<td>by 3</td>
<td>4 Points</td>
<td>4th and 5th Place</td>
</tr>
<tr>
<td>4</td>
<td>5+4+3+2</td>
<td>by 4</td>
<td>3.5 Points</td>
<td>5th place</td>
</tr>
<tr>
<td>5</td>
<td>5+4+3+2+</td>
<td>by 5</td>
<td>3 Points</td>
<td>None</td>
</tr>
</tbody>
</table>
**TIES FOR SECOND PLACE:**

<table>
<thead>
<tr>
<th>Number Tied</th>
<th>Points Available</th>
<th>Divide</th>
<th>Each Student Receives</th>
<th>Other Places Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>4+3</td>
<td>by 2</td>
<td>3.5 Points</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;, 4&lt;sup&gt;th&lt;/sup&gt; and 5&lt;sup&gt;th&lt;/sup&gt; Places</td>
</tr>
<tr>
<td>3</td>
<td>4+3+2</td>
<td>by 3</td>
<td>3 Points</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; and 5&lt;sup&gt;th&lt;/sup&gt; Places</td>
</tr>
<tr>
<td>4</td>
<td>4+3+2+1</td>
<td>by 4</td>
<td>2.5 Points</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Place</td>
</tr>
<tr>
<td>5</td>
<td>4+3+2+1</td>
<td>by 5</td>
<td>2 Points</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Place</td>
</tr>
</tbody>
</table>

**TIES FOR THIRD PLACE:**

<table>
<thead>
<tr>
<th>Number Tied</th>
<th>Points Available</th>
<th>Divide</th>
<th>Each Student Receives</th>
<th>Other Places Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3+2</td>
<td>by 2</td>
<td>2.5 Points</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt; and 5&lt;sup&gt;th&lt;/sup&gt; Places</td>
</tr>
<tr>
<td>3</td>
<td>3+2+1</td>
<td>by 3</td>
<td>2 Points</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; and 2&lt;sup&gt;nd&lt;/sup&gt; Places</td>
</tr>
<tr>
<td>4</td>
<td>3+2+1</td>
<td>by 4</td>
<td>1.5 Points</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; and 2&lt;sup&gt;nd&lt;/sup&gt; Places</td>
</tr>
</tbody>
</table>

**TIES FOR FOURTH PLACE:**

<table>
<thead>
<tr>
<th>Number Tied</th>
<th>Points Available</th>
<th>Divide</th>
<th>Each Student Receives</th>
<th>Other Places Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2+1</td>
<td>by 2</td>
<td>1.5 Point</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt; and 3&lt;sup&gt;rd&lt;/sup&gt; Places</td>
</tr>
<tr>
<td>3</td>
<td>2+1</td>
<td>by 3</td>
<td>1 Point</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt; and 3&lt;sup&gt;rd&lt;/sup&gt; Places</td>
</tr>
</tbody>
</table>

**TIES FOR FIFTH PLACE:**

<table>
<thead>
<tr>
<th>Number Tied</th>
<th>Points Available</th>
<th>Divide</th>
<th>Each Student Receives</th>
<th>Other Places Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>by 2</td>
<td>.5 Point</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt;, 3&lt;sup&gt;rd&lt;/sup&gt;, 4&lt;sup&gt;th&lt;/sup&gt; Places</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>by 3</td>
<td>.33 Point</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt;, 3&lt;sup&gt;rd&lt;/sup&gt;, 4&lt;sup&gt;th&lt;/sup&gt; Places</td>
</tr>
</tbody>
</table>

These operations are performed in order from first place to fifth place. For example, if two students are tied for first place, the next student receives third place points.

**BREAKING TIES IN FINAL SCHOOL RANKINGS**

ASAP uses this procedure to break ties in school points when determining final school rankings:

**STEP 1.** ASAP determines the number of first place points awarded to each tied school, and **awards the higher rank to the school with the greater number of first place points.**

**STEP 2.** If the schools have the same number of first place points, ASAP determines the number of second place points awarded and ranks the school with the greater number of second place points ranks ahead of the school with fewer second place points. If the second place points are also the same, ASAP declares a tie.
Over 25,000 students representing 1200 public and private schools participate in academic competitions sponsored by the Kentucky Association for Academic Competition (KAAC).

- KAAC is a non-profit, independent, education service corporation created to enrich the lives of Kentucky students through academic competition.

- A Board of Directors consisting of both elected and appointed members governs KAAC.

- Funding is provided by membership dues, Conference fees, sales, and corporate sponsorship.

- KAAC partners with the following organizations in providing a high-quality academic experience to Kentucky students:
  - The Kentucky Department of Education
  - The Kentucky Education Association
  - The Kentucky School Boards Association
  - The Kentucky Association of School Administrators
  - The Kentucky Association of School Councils
  - The Honorable Order of Kentucky Colonels
  - The International Future Problem Solving Program
  - The Kentucky Higher Education Assistance Authority
  - The University of the Cumberlands

- KAAC administers the following academic competitions:
  - Governor’s Cup Competition
  - Community Problem Solving
  - Team Future Problem Solving
  - Junior Division Future Problem Solving
  - Individual Future Problem Solving
  - Scenario Writing
  - Scenario Performance
  - JV Challenge
  - Kentucky Colonels’ Sixth Grade Academic Showcase
  - Alternate Future Problem Solving

- KAAC activities are open to all public and nonpublic schools in Kentucky.

**Why does KAAC promote academic competition?**

- Academic competition provides a public forum to showcase academic excellence and places academic achievement in a position of prestige.
- Academic competition provides students an incentive to excel.
- Academic competition promotes group membership and encourages self-sufficiency.
- Academic competition develops important workplace skills, such as cooperation, discipline and teamwork.

The KAAC mission is "To enrich the lives of Kentucky students through academic competition." To find out more about us, visit [kaac.com](http://kaac.com).

**KAAC, 113 Consumer Lane, Frankfort, KY 40601**

**Phone: 502.223.0088**
**KAAC Board and Staff**

The **KAAC Board** is composed of sectional representatives, who are elected by coaches, and appointed representatives, who represent various Kentucky agencies who are stakeholders in education.

**Section 1**
Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Henderson, Hickman, Hopkins, Livingston, Lyon, Marshall, McCracken, Trigg, Union, Webster

Melissa Bryan, McCracken County, President
Jeremy Krug, Murray Ind.

**Section 2**
Allen, Barren, Breckinridge, Butler, Cumberland, Daviess, Edmonson, Grayson, Hancock, Logan, McLean, Meade, Metcalfe, Monroe, Muhlenberg, Ohio, Simpson, Todd, Warren

Amar Patel, South Warren, Clerk

**Section 3**
Anderson, Bullitt, Carroll, Franklin, Green, Hardin, Hart, Henry, LaRue, Marion, Nelson, Oldham, Owen, Scott, Shelby, Spencer, Taylor, Trimble, Washington

Donovan Kerns, Scott County
Rex Hanson, Elizabethtown HS

**Section 4**
Jefferson

Derrick Staton, Sacred Heart Academy
Doug Wilham, JCPS Schools

**Section 5**
Adair, Boyle, Casey, Clinton, Fayette, Garrard, Jessamine, Lincoln, Madison, McCreary, Mercer, Pulaski, Rockcastle, Russell, Wayne, Woodford

Erin Waggoner, Jessamine County
Brett Reliford, Adair County

**Section 6**
Boone, Campbell, Kenton, Bath, Bourbon, Bracken, Clark, Fleming, Gallatin, Grant, Harrison, Mason, Montgomery, Nicholas, Pendleton, Robertson

Kent Grannis, Fleming County
Pam Rice, Campbell County, Vice-President

**Section 7**
Bell, Breathitt, Clay, Estill, Harlan, Jackson, Knott, Knox, Laurel, Lee, Leslie, Letcher, Owsley, Perry, Powell, Whitley, Wolfe

Lucy Flanary, Estill County, Past President
Leslie Cornett, Estill County

**Section 8**
Boyd, Carter, Elliot, Floyd, Greenup, Johnson, Lawrence, Lewis, Magoffin, Martin, Menifee, Morgan, Pike, Rowan

Joey Hamilton, East Ridge HS
Brenda Porter, Johnson County

**Kentucky Education Association**
Freddie Napier, Shelby Valley High School

---

**KAAC Staff**

John Bennett
Executive Director
jbennett@kaac.com

Brenda Darnell
Program Director
bdarnell@kaac.com

Cindy Clark
Administrative Specialist
cclark@kaac.com

Caitlyn Keeling
Administrative Assistant
ckeeling@kaac.com
Coaching Resources

More coaching resources are available at www.kaac.com
Worksheet for Recruiting Officials

Refer to Governor’s Cup Participation Requirements, page 3, and to the next page.

<table>
<thead>
<tr>
<th>Officials Needed</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Recall Official</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quick Recall Official</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quick Recall Official</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FPS Coach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FPS Evaluator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Assessment Proctor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Assessment Proctor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition Reader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition Proctor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other “administrative” officials with which you should be familiar:

**Contest Manager** - appointed by the school hosting your competition. In charge of competition details, manpower and logistics.

**Head Scorer** - appointed by the Contest Manager, in consultation with the coaches attending the Competition Planning Meeting. Charged with scoring Written Assessment forms, tabulating results for awards ceremony.

**Chief Official and Inquiry Panel** - elected by coaches attending the Competition Planning Meeting. Handles content and rules-related disputes the other officials cannot resolve.

**FPS Coordinator** - sometimes used to coordinate FPS (and often also Composition). Appointed by Contest Manager.
## Restrictions On Officials

To avoid the appearance of impropriety, KAAC asks officials and Contest Managers to abide by the following restrictions on who may serve in what official capacity:

<table>
<thead>
<tr>
<th>Duty</th>
<th>Requirements / Restrictions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach</td>
<td>No restrictions; does not have to be faculty member, may be a parent or community leader; refer to your school or district policies.</td>
</tr>
<tr>
<td>College Students</td>
<td>May not coach or evaluate FPS at the middle grades or high school level until the second year of college.</td>
</tr>
<tr>
<td>Contest Manager</td>
<td>No restrictions, although someone other than a participating coach is recommended.</td>
</tr>
<tr>
<td>Chief Official</td>
<td><strong>Must be certified in Quick Recall</strong> - may not be a coach of a participating school, and, if possible, should have no affiliation with any participating school. While it is not recommended that parents of student participants serve as Chief Official, they may do so if unanimous coach consent is secured prior to competition day.</td>
</tr>
<tr>
<td>Head Scorer</td>
<td>It is not recommended that parents serve as Head Scorer. If a parent does so, however, KAAC recommends that the scoring team include an assistant from a different school.</td>
</tr>
<tr>
<td>FPS Evaluator</td>
<td>Must be certified in FPS. At District, unless evaluating another District’s booklets in a combined setting, may not be FPS coach or relative of student on FPS team. At Regional Governor’s Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events in the same day. The FPS coach may serve as the team’s evaluator in Regional or at the Governor’s Cup State Finals.</td>
</tr>
<tr>
<td>High School Students</td>
<td>May serve in any Elementary capacity except Quick Recall Judge and Chief Official. High School students may serve in any Middle Grades capacity except Quick Recall Judge, FPS Evaluator and Chief Official.</td>
</tr>
<tr>
<td>Inquiry Panel Member</td>
<td>Should not be coach of participating team.</td>
</tr>
<tr>
<td>Proctors—Composition</td>
<td>May not proctor any event in which a relative participates.</td>
</tr>
<tr>
<td>Proctors—FPS</td>
<td>May not proctor any event in which a relative participates. FPS coaches may not proctor FPS.</td>
</tr>
<tr>
<td>Proctors—Assessment</td>
<td>May not proctor any event in which a relative participates.</td>
</tr>
<tr>
<td>Readers—Composition</td>
<td>Should be trained in scoring student writing. At District and Regional, may not score if a relative participates in Composition. At Regional Governor’s Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events in the same day.</td>
</tr>
<tr>
<td>Quick Recall Official(s)</td>
<td>Must be certified in Quick Recall - may not be Quick Recall coach - relatives of students participating in Quick Recall may not officiate a match involving that student - students may run buzzers or spot - high school students may serve in any Elementary capacity except judge – MUST be available during the entire Quick Recall event</td>
</tr>
</tbody>
</table>
The Competition Planning Meeting

The Competition Planning Meeting dates for Governor’s Cup are set by KAAC. The specific time of the meeting on that date may be set by the Contest Manager, working with the schools involved. Refer to the schedules at the front of this manual.

The host school’s Contest Manager invites all the participating coaches to come together and iron out the details necessary for a successful competition. EACH SCHOOL MUST BE REPRESENTED AT THIS MEETING to discuss:

A. Election of Chief Official and inquiry panel (see below)
B. Discussion of and assignments for other officials
C. Severe Weather Plan
D. Schedule for events that are not given specific time assignments by KAAC
E. Quick Recall draw and buzzer equipment
F. Lunch options

ELECTION OF THE CHIEF OFFICIAL AND INQUIRY PANEL

1. Each school may nominate a Chief Official and panel members on its District Entry Form.
2. The Chief Official is elected by the coaches attending the Competition Planning Meeting. One coach or representative from each participating school votes for one of the nominated officials, whether by a show of hands or secret ballot. See “Restrictions on Officials” above regarding who may and may not serve as Chief Official.
3. The nominee receiving the most votes is the Chief Official. In case of a tie, the Contest Manager casts the deciding vote.
4. If no coaches attend the meeting, or if no school nominates a Chief Official, then the Contest Manager may appoint a Chief Official from among the officials listed on the District Entry Forms.
5. A similar election is held for the inquiry panel.

Duties of the Chief Official and Inquiry Panel

The Chief Official and Inquiry Panel decide matters the other competition officials cannot resolve. The Chief Official must remain sequestered from Quick Recall matches. Inquiry Panel members need not be sequestered during competition. The Chief Official must, however, have all subject areas represented by those who are “on call” when content area assistance is needed.

THE CHIEF OFFICIAL:

- After carefully considering the facts, makes a final ruling on inquiries the other officials cannot resolve. The Chief Official should be the most knowledgeable official in attendance at the District competition site, and should be of highest personal character.
- May not be a coach of the participating schools, and if possible, should not be an employee of any school involved in the District competition. The Chief Official must be certified in Quick Recall.
- Does not evaluate or officiate any event, including Quick Recall matches.

THE INQUIRY PANEL:

- Is nominated by the participating schools to serve as a judging panel (one in each content area of Mathematics, Social Studies, Science, Language Arts, and Humanities).
- Advises the Chief Official on matters related to content, and evaluates Written Assessment tie-breaker responses in cases of ties among the top four finishers. The advice of the panel is offered to the Chief Official for consideration; however, the final decision rests with the Chief Official and may not be appealed. Although it is not preferred, a coach may be elected to the inquiry panel.
Written Assessment Testing Guidelines

Middle Grades/High School
1. Students taking High School Mathematics begin testing ten minutes before the rest of the students.

2. ALL other students must report at the start time for Testing Time Frame 1. If a student is late for the first Written Assessment time frame, no exams may be taken. This is necessary to protect the integrity of the testing materials.


4. Students who complete their exams early sit quietly at their table. When the time is up, proctors collect the exams and scoresheets and sort them by content area.

5. If a student asks to leave the room to use the restroom or for emergency reasons, that student must be escorted by a proctor.

6. As students finish each Testing Time Frame, the scoresheets are forwarded to the Head Scorer.

7. Inquiry Process: Inquiries are due at 11:45 and are posted; rebuttals are due at noon.

8. Between testing time frames, students may take an escorted trip to the restroom.

Elementary
1. ALL students must report at the start time for Testing Time Frame 1. If a student is late for the first Written Assessment time frame, no exams may be taken. This is necessary to protect the integrity of the testing materials.

2. Students taking multiple exams must take them in this order: Mathematics, Science, Social Studies, Language Arts, and Arts/Humanities.

3. Students who complete their exams early sit quietly at their table. When the time is up, proctors collect the exams and scoresheets and sort them by subject area.

4. If a student asks to leave the room to use the restroom or for emergency reasons, that student must be escorted by a proctor.

5. As students finish each Testing Time Frame, the scoresheets are forwarded to the Head Scorer.

6. Inquiry Process: Inquiries are due at 10:40 and are posted; rebuttals are due at 10:55.

7. Between testing time frames, students may take an escorted trip to the restroom.
Quick Recall Brackets and Draw Procedures
District Governor's Cup

Draw procedures:
1. Determine the number of teams in the competition. Write the school names for each participating team on a slip of paper.
2. Refer to the schematic that is appropriate for the number of Quick Recall teams in your District.
3. Announce that the first drawn team shall take position A in the schematic.
4. Draw a team name from the kitty and place it in the schematic at position A.
5. In this manner, continue drawing until you place all teams in the bracket.
6. When a school drops out of Quick Recall after the draw has been held but before registration has been concluded, a new draw will be held. If a school drops out after registration has been concluded, that shall be considered a forfeit.

**FIVE TEAM DRAW**

Round 1: Matches 1 and 2
Round 2: Matches 3 and 4
Round 3: Matches 5 and 6
Round 4: Match 7 (and 7a if needed)
Round 5: Match 8 (and 8a if needed)
Round 6: Match 9 (if needed)

If there are two 0-2 teams after Match 6, they play Match 7a. If there are two 1-2 teams after Matches 7 and 7a, Match 8a determines third place.

**Three Team Draw**

Round 1: Match 1
Round 2: Match 2
Round 3: Match 3
Round 4: Match 4
Round 5: Match 5 (if needed)

**Four Team Draw**

Round 1: Matches 1 and 2
Round 2: Matches 3 and 4
Round 3: Match 5
Round 4: Match 6
Round 5: Match 7 (if needed)
Regional Governor’s Cup

At the Competition Planning Meeting the Contest Manager or designee performs the drawing for the Quick Recall competition following the instructions below:
1. Write each school name on a piece of paper.
2. Place the District champions in one pile and the District runners-up in a second pile.
3. Refer to the eight team bracket below.
4. Announce that the District winners will be drawn first and will be placed in positions A, C, E and G in the bracket.
5. One by one, draw from the District winners pile and place teams into the A, C and E and G positions.
6. Next, announce that you are going to place the runners-up into the B, D, F and H positions in the bracket.
7. Draw from the runners-up pile a team for position B.
8. **IMPORTANT:** if the team you draw for position B came from the same District as the team placed in position A or the team placed in position C, put that team name aside and draw another team until you draw a team that doesn't have this conflict.
9. Draw from the runners-up pile teams for positions D, F and H. **IMPORTANT:** each time you draw from the runner-up pile, keep in mind the information in the box above.
10. Continue drawing until you place all teams in the bracket.
11. When a school drops out of Quick Recall after the draw has been held but before registration has been concluded, a new draw will be held. If a school drops out after registration has been concluded, that shall be considered a forfeit.

---

**IMPORTANT:** You can’t place a runner-up in the same half (upper or lower) of the bracket as the champion from that same District. If you are trying to fill a position in the bracket and the team you draw has this type of conflict, put that team name aside and keep drawing until you draw a team that does not have this conflict.

---

Eight Team Draw

![Eight Team Draw Diagram]

- **Round 1:** Matches 1-4
- **Round 2:** Matches 5-8
- **Round 3:** Matches 9 & 10
- **Round 4:** Matches 11 & 12
- **Round 5:** Match 13
- **Round 6:** Match 14
- **Round 7:** Match 15 (if needed)
Governor’s Cup Glossary

A.S.A.P.: KAAC’s online system for registering students and scoring Governor’s Cup events.

Chief Official: The final authority on content-related matters during competition. Elected by the coaches at the Competition Planning Meeting.

Combined FPS Districts: Several nearby Districts hold FPS competition together, allowing evaluators to trade Districts. Recommended as a way to eliminate the likelihood of evaluator bias.

Competition Planning Meeting: Prior to each competition, all coaches are invited by the Contest Manager to meet to review competition details, including the qualifications of officials. The Quick Recall draw is held at the competition planning meeting. The date is set by KAAC and the time is set by the Contest Manager, working with the coaches involved.

Composition: On-demand writing event with student booklets scored by readers experienced in scoring student writing. One of Governor’s Cup’s individual events.

Contest Manager: The local person in charge of administering the competition with guidance from KAAC. The final authority on officials’ assignments, room assignments, etc.

District Competition: The first level of Governor’s Cup, usually 3-5 schools.

District Entry Form: Completed online, the District Entry Form asks coaches to list coaches’ certification numbers, students, and officials.

Evaluator: Person trained and certified to score FPS booklets.

FPS Coordinator: Someone who runs the FPS portion of the District or Regional competition. If FPS Districts are combined, someone who organizes several FPS District competitions at once.

Future Problem Solving (FPS): Team event of four students taking part in a nationally recognized creative problem-solving competition.

Future Scene: scenario that describes the situation teams must solve in FPS. Once called a “fuzzy scene”.

Grader: Person who scores Written Assessment either by hand or electronically.

Head Scorer: Appointed by Contest Manager, the head scorer helps ensure the security of FPS and Composition booklet codes; reviews FPS, Composition scoresheets and Written Assessment response forms; and assigns school points after each event is over. The head scorer also completes report forms for each event.

Host School: The school taking its turn in the rotation and holding a District or Regional competition.
**Governor’s Cup Glossary (cont.)**

**Inquiry:** In Quick Recall and Written Assessment, a challenge to a question, answer or procedure.

**Inquiry Panel:** Representatives from the content areas of mathematics, science, social studies, language arts and humanities who receive inquiries and advise the Chief Official on content-related matters. Chosen by coaches attending the Competition Planning Meeting.

**Judge:** Primary Quick Recall match official.

**Moderator:** Quick Recall official who reads the questions for both teams. A school participating in Quick Recall must provide either a KAAC certified judge or moderator for District and Regional competition.

**Participation Requirements:** Manpower requirements each school must meet in order to take part in a particular event.

**Participation Limits:** Guidelines each school must follow when filling out its District Entry Form online. Each student may take part in a maximum of three events; each school may enter one Quick Recall team, one FPS team, and a maximum of three students in each individual event.

**Proctors:** Persons who administer Composition, FPS and Written Assessment examinations.

**Prompt:** Introductory passage given to Composition students that focuses the writing assignment.

**Quick Recall:** Known as Quiz Bowl, Scholars Bowl in other areas. One of the eight Governor’s Cup events, and the only one open to the public.

**Reader:** Person who evaluates Composition booklets.

**Regional Competition:** The second level of Governor’s Cup. Teams and individuals advance to the Regional competition based upon their District competition performance.

**Regional Confirmation Form:** Sent to the Regional host school, it asks you to list the coaches certification numbers, students advancing from District to Regional, and available officials. Done through the online scoring system, ASAP.

**Scorer:** Quick Recall official who keeps track of the match score and timeouts.

**Scoring Team:** Persons responsible for entering scores into A.S.A.P., KAAC’s online scoring system.

**Severe Weather Plan:** Contingency plan decided by the coaches at the Competition Planning Meeting.

**State Finals:** (MG/HS only) The final tier in Governor’s Cup. State champions are identified in each event.
The Coach and ASAP™

What is ASAP?
ASAP stands for "Automated Scoring and Advancement Procedure," the online scoring and advancement system for Governor’s Cup.

What does ASAP do?
Using ASAP, coaches enter the names of all the students on their academic team, and their required officials. The District host school then uses that information as a basis to begin the Governor’s Cup scoring system. After District, coaches review and approve advancing teams and students, and provide the information on their Regional officials. At the Middle Grades and High School levels, the process is repeated from Regional to State.

Why online scoring?
- Reduces human error
  Many of the scoring errors that occur are the result of either miscalculation or accidental transposition of scores. Neither is possible with automated scoring.
- Improves communication between Contest Managers and coaches
  Regional Contest Managers will no longer have to wait for "snail mail" delivery of Regional Confirmation Forms.
- Eliminates duplication of effort
  No more completing multiple advancement forms for the same event.
- Reduces workload on host schools
  The need to complete paperwork is (almost) eliminated.
- Creates permanent, searchable results archive
  Possibly the best feature of ASAP! All results become available on the Internet for viewing.

What are my responsibilities as a coach?
1. Before the District registration deadline, sign on to kaac.com and enter the names of the students and required officials representing your school. You will need your Governor’s Cup coaches’ password; if you have misplaced your password, there is a mechanism for retrieving your password in ASAP—visit www.kaac.com.
2. Print your student list online, and obtain your principal’s signature, verifying that all listed students are eligible. Take this form to your Planning Meeting.
3. Inform your host school of any special needs students you have.
4. After District, sign on to view and approve teams and students advancing from your school. Then, input information on your required officials for Regional competition. You must do this by the stated deadline, unless your competition was postponed.
5. The process is repeated in the Middle Grades and High School grade level for the Governor’s Cup State Finals.
2019-20 Governor’s Cup Rules Changes

Composition

1. **Background**: The school whose Composition student places first at District must provide a reader for Regional Composition. Middle and High Schools whose Composition student places first at Regional must provide a reader for the State Finals. Coaches must confirm to the host school for Regional, or to KAAC for State Finals, the name of their required reader by published deadlines.

   **Rules Clarification**: If a coach fails to confirm their reader by that deadline, all the Composition participants from that school shall be disqualified. Should that disqualification occur, the responsibility for providing the reader falls to the school represented by the next highest placing student.

2. Composition participants may only write one line of handwritten text per line in the booklet provided. Readers will be instructed to score by this guideline.

3. Composition participants, like all other participants, must be accompanied to the competition site by an adult to be eligible to compete in the event.

Quick Recall

At High School Regional Governor’s Cup, and at JV Challenge, all Quick Recall matches from Round 4 onward shall be conducted without keeping match time. All questions will be read in each half.
Calendar and Deadlines

Failing to meet these deadlines could result in disqualification.

Elementary Governor's Cup
Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 12
Deadline for Entering Student Names Online – Monday, January 27
Deadline for District Host to receive District Entry Form – January 28
District–Coaches’ Planning Meeting - Thursday, January 30
District–Future Problem Solving and Composition - Tuesday, February 4
District–Assessment, Quick Recall, Awards - Saturday, February 8
Deadline for Confirming Students for Regional Online - Midnight Wed., February 12
Regional–Coaches’ Planning Meeting - Thursday, February 20
Regional–Future Problem Solving and Composition - Monday, February 24
Regional– Assessment, Quick Recall, Awards - Saturday, February 29

Middle Grades Governor's Cup
Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 12
Deadline for Entering Student Names Online - Wednesday, January 8
Deadline for District Host to receive District Entry Form – January 9
District–Coaches’ Planning Meeting - Thursday, January 9
District–Future Problem Solving and Composition - Tuesday, January 14
District–Assessment, Quick Recall, Awards - Saturday, January 18
Deadline for Confirming Students for Regional Online - Midnight Wednesday, January 22
Regional–Coaches’ Planning Meeting - Thursday, January 23
Regional–Future Problem Solving & Composition - Monday, January 27
Regional–Assessment, Quick Recall, Awards - Saturday, February 1
Governor's Cup State Finals- March 14-16, Galt House, Louisville

High School Governor's Cup
Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 12
Deadline for Entering Student Names Online – Wednesday, January 15
Deadline for District Host to receive District Entry Form – January 16
District–Coaches’ Planning Meeting - Thursday, January 16
District–Future Problem Solving and Composition - Tuesday, January 21
District–Assessment, Quick Recall, Awards - Saturday, January 25
Deadline for Confirming Students for Regional Online - Midnight Wednesday, January 29
Regional–Coaches’ Planning Meeting - Thursday, February 6
Regional–Future Problem Solving & Composition - Monday, February 10
Regional–Assessment, Quick Recall, Awards - Saturday, February 15
Deadline for Confirming Students for State Online - Midnight Wed., Feb. 19
Governor’s Cup State Finals - March 14-16, Galt House, Louisville

Other KAAC FPS Component Events
Deadline to Register for FPS Junior Division – Monday, November 2, 2019
FPS Junior Division Qualifying Competition- Thursday, December 12, 2019
Deadline for Intent to Submit and to Register CmPS Team and Individual - Saturday, December 15, 2019
Deadline to Register for Scenario Writing with Submissions– Friday, January 10, 2020
Deadline to Register Scenario Performance – Friday, January 10, 2020
Deadline for Progress Report CmPS Team and Individual- Friday, January 17, 2020
Deadline for Scenario Performance to KAAC Office- Friday, January 31, 2020
Deadline for Final CmPS Project to KAAC office- Friday, February 21, 2020
Deadline to Register for Individual FPS Competition—March 8, 2020
State Participants in Junior FPS- Saturday, March 14, 2020, Galt House, Louisville
CmPS Presented at State- Requires confirmation of date and time by KAAC Program Director, Galt House, Louisville
Junior Division FPS Awards, Scenario Writing Awards, Scenario Performance Awards, CmPS Awards Presented at State –
Monday, March 16, Galt House, Louisville
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