

## Kentucky Association for Academic Competition

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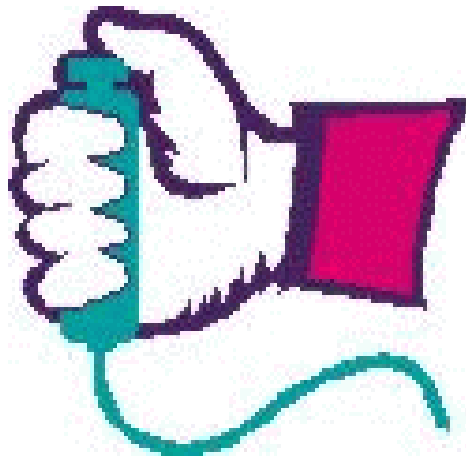
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# Quick Recall Manual and Online Help Guide



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# **GOVERNOR'S CUP** Format Changes

**The transition from in-person to online Quick Recall features some significant changes from the norm. These are summarized below.**

## **FORMAT**

1. All questions will be read in each half.
2. Moderators shall not be in the same room as student participants.
3. Officials shall wait 3-4 seconds before making a hesitation call.
4. The bounce-back bonus will have a 10-second response time.
5. Each Quick Recall match at District or Regional must be played under equivalent conditions regarding conferring on bonuses and bounce-back bonuses. If one team is prohibited by school policy from gathering in the same room at school, and the other is allowed to do so, all students must either (a) play from home or (b) the team playing from school must communicate only verbally over an open mic, loud enough for both teams to hear.

## **BONUS QUESTIONS**

1. If bonus or bounce-back bonus response time expires, the moderator shall prompt the captain for the answer with "Answer, please."
2. On bonuses that are not designated, the team captain shall use "final answer," "final", or any similar phrasing, either before or after the answer. If the student fails to say "final answer," but the moderator believes the student was giving an answer, the moderator may rule on the answer.

## **DISCONNECTIONS**

1. While matches must start with four players, teams that lose students due to Internet disconnections may continue to play with fewer than four players if no other players are available.
2. If a student is disconnected from Quiz Bowl PRO or the videoconference, an official timeout is declared by the judge. If the student does not reconnect within two minutes, the coach must substitute for that player if a sub is available. After a student has been disconnected/reconnected once, additional subsequent disconnections will require an officials timeout, followed by a mandatory substitution if a sub is available.

# Participation Requirements



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

## To Compete In

## You Must Provide

Quick Recall--District	One certified official that must be listed on the District Entry Form as a judge or moderator. <b>The head Quick Recall coach may not serve as the required Quick Recall official.</b> The required Quick Recall official must be available to serve in any officiating capacity at all times, during any round of Quick Recall. Anyone who serves as a judge or moderator may not help coach their team later in the day, nor may they be involved in the inquiry process.
Quick Recall--Regional	Two certified officials, one of which must be listed on the District Entry Form as a judge or moderator. The team may still compete with only one official offered, but may be fined up to \$25 by the host school. <b>The head Quick Recall coach may not serve as the required Quick Recall official.</b> The required Quick Recall official must be available to serve in any officiating capacity at all times, during any round of Quick Recall. To maintain the integrity of the competition, anyone who serves as a Quick Recall judge or moderator may not help coach their team later in the day, nor may they be involved in the inquiry process.
Quick Recall--State Finals	State Finals requirements will be announced when the State format is decided.
Future Problem Solving--District	One certified evaluator (the FPS team coach cannot evaluate in his or her own District)
Future Problem Solving--Regional	One certified evaluator (may be the FPS coach)
Future Problem Solving --State Finals	One certified evaluator (may be the FPS coach)
Written assessment--District and Regional, 8 or more students entered	Two proctors or graders
Written assessment--District and Regional, 7 or fewer students entered	One proctor or grader
Written assessment--State Finals, 4 or more students entered	One proctor or grader – KAAC reserves the right to assign a Middle Grades official to a High School exam and vice versa
Composition--District	One reader
Composition--Regional	The school the District champion represents must provide a reader
Composition--State (MG/HS only)	The school the Regional champion represents must provide a reader

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

### **More on Officials**

Officials MUST be experienced in the position in which they are placed. *The Quick Recall coach or designated certified official must be present at all Quick Recall matches.*

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

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



## **Kentucky Colonels Sixth Grade Showcase and JV Challenge Participation Requirements**

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



## Officials: Frequently Asked Questions

### *What are the officials for online Quick Recall?*

- Moderator, Judge, and Host/Buzzer Operator. Their duties can be traded to match the skill set of each person.

### *Can relatives serve as an official?*

- Yes, but relatives of student participants may not officiate in a match in which that student or school team participates.

### *May students serve as officials?*

- Students may serve as host/buzzer operators at all levels. High School students may also perform as moderators at the elementary or middle grades level.

### *May coaches serve as officials?*

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

### *How do we get people certified?*

- See Appendix B.

### *What is my time commitment to serve as an official?*

- Officials should work at least three practice matches prior to serving in a KAAC event. On event day, officials must be available to work any match requested, and may not demand to work a particular match.

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

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

### *How are officials selected?*

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

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

- Yes, but an immediate relative cannot officiate in a match in which that student participates.

## A. Format Overview

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

### Players and Substitutions

1. **Exactly four players** must start a Quick Recall match. If disconnections render a team with fewer than four players, they may continue play. The online platform has a maximum roster size of 15.
2. Any player listed on the District Entry Form may serve as a **substitute**, as long as that player has not participated in three other events at all levels of Governor's Cup combined. Substitutions may be made during any timeout, at halftime, or prior to an overtime period.

### Officials

The officials for online Quick Recall are moderator, judge, and host/buzzer operator. Officials may combine or exchange duties based on their own skill sets.

- The moderator reads the questions and gives the initial ruling on the correctness of answers.
- The judge monitors students, rules on answers when requested by the moderator, and runs the inquiry process.
- The host/buzzer operator controls:
  - Substitutions
  - The "buzzer system" aspects
  - Scoring and adjustments to scores
  - In most cases, administrative aspects of the match

*This official shares his or her screen through the videoconference platform so everyone can observe the game and hear the response timer.*

### Bracket Placement and Advancement

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

### Permitted Materials

4. Students must have their name appropriately designated on their videoconference sign-in and QuizBowl PRO roster.
5. Students must begin the match with clean paper and may use a writing instrument. Students may also use multiple devices (for example, one for the videoconference and one to buzz in). No other items may be used by the participants.

## Question Sets and Types

6. Questions are divided equally among the **subject areas** of Mathematics, Science, Social Studies, Language Arts, and Humanities. There are no multiple-choice or yes/no questions. Some questions may require multiple answers and are so designated.
7. Five **extra questions** are included in each set of Quick Recall questions. These questions may be used in case of a correctable moderator error, to replace a discarded question, or if an additional tossup or bonus is needed after an inquiry. Never are more than five extra questions allowed unless overtime ensues. Any question that is replaced must be replaced with a question from the same subject area, when available. If a question from that subject area is not available, officials use the next question in the extra set.
8. There are three types of questions: tossups, bonuses, and bounce-back bonuses. All are worth 1 point and there is no penalty for an incorrect answer.
  - a. Tossup—Either team may answer
  - b. Bonus—Awarded to the team that correctly answers a tossup
  - c. Bounce-back bonus—If a team misses or fails to answer its bonus question, the question “bounces back” to the other team and they also receive a chance to answer.

## B. Tossup Questions

1. Each half begins with a tossup question; any member of either team may buzz in. Response times for tossups are 10 seconds for Elementary players and 5 seconds for Middle and High School players. The first player to buzz in before response time expires is recognized by “Team, Name.” Players must answer within 3-4 seconds or hesitation is called. A player must buzz in on a tossup question before the allotted response time ends. An answer does not have to be completed in the answer time interval, but an answer must be continuous once begun.
2. A player may buzz in and interrupt the reading of a tossup question, but if that player hesitates after being recognized or gives an incorrect answer, the moderator completes the question exclusively for the opposing team, beginning at the start of the sentence that was interrupted, with the appropriate response time.
3. If both teams interrupt a question with an incorrect answer, the moderator shall immediately proceed to the next toss-up without reading the rest of the question, but after giving the correct answer.
4. Tossup questions answered incorrectly after being read in their entirety are not read again.
5. When answering tossup questions, team members may NOT communicate. Conferring on tossups will cause the question to be offered exclusively to the opposing team. If the infraction occurs during or after the opposing team's incorrect tossup answer, the question is discarded.
6. Teams that correctly answer a tossup earn a bonus question unless the tossup was the last question in the question set for that half, or the tossup made for the fifth and final point in overtime.
7. If one team incorrectly answers a tossup question, the opposing team is given a chance to answer with appropriate response time. The same procedures and rules regarding tossups apply equally to both teams. If the second team offers an incorrect or no answer, the next question is read as a tossup.



## C. Bonus Questions

1. A team that answers a tossup question correctly receives a one-point bonus question only they may answer (unless the tossup was the last question in the question set for that half, or the tossup made for the fifth and final point in overtime). If a team successfully answers its bonus question, the moderator proceeds to the next question as a tossup.

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

2. Only the team that answered the tossup correctly may confer on a regular bonus. If the question "bounces back" to the second team, the second team may then confer.
3. There are only two players who may answer a bonus question: the captain or the person the captain designates. Only the captain may answer in the direct fashion. On a "captain designation," the captain chooses which other player answers.
4. If bonus or bounce-back bonus response time expires, the moderator shall prompt the captain with "Answer, please." An answer must be continuous once begun.
5. If the captain wishes to **designate** another player, the captain must say, "I designate (name)." That designation must be given without pause; if it is not, an infraction is called. The captain must use the name by which the designee is being recognized on tossups. No additional time is given; the designee must begin his or her answer immediately after the captain calls his or her name. If anyone other than the designated player answers, the answer is counted as incorrect and the bounce-back bonus ensues.

### The Captain Designation

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

6. During the 10-second response interval on a bonus question, answers given by the wrong person or after time has elapsed are ignored by match officials. The rule does not apply to a captain designation.
7. Teams may interrupt the reading of a "regular" bonus question before it is read completely; if the answer is correct, the moderator proceeds to the next tossup. If the answer is incorrect, the moderator states "incorrect" and re-reads the question for the other team, starting at the beginning of the sentence that was interrupted. The timer resets the 10-second answer time for the second team. There is no bounce-back bonus in this case, because the first team already received a chance to answer.
8. If bonus or bounce-back bonus response time expires, the moderator shall prompt the captain for the answer with "Answer, please."
9. On bonuses that are not designated, the captain shall use "final answer," "final", or any similar phrasing, either before or after the answer. If the student fails to say "final answer," but the moderator believes the student was giving an answer, the moderator may rule on the answer.

## **D. Bounce-back Bonus Questions**

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

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

1. If the moderator completed the entire question, the moderator states “incorrect.” The 10-second bounce-back response time then begins for the second team.
2. If the moderator was interrupted before completing the entire question, the moderator states “incorrect,” then re-reads the question for the second team, starting at the beginning of the sentence that was interrupted, with 10-second response time given.

b. After a team offers no answer to its bonus question:

If, following the moderator’s prompt, no answer is given by the team that earned the bonus, the moderator states “no answer,” and the 10-second conferral time begins for the other team.

3. Only the team captain or the captain’s designee may answer a bounce-back bonus question. If the captain designates Sally, but Robert answers, the moderator calls infraction and moves on to the next tossup.
4. On bounce-back bonuses that are not designated, the captain shall use “final answer,” “final”, or any similar phrasing, either before or after the answer. If the student fails to say “final answer,” but the moderator believes the student was giving an answer, the moderator may rule on the answer.

## **E. Disconnections**

1. If a student is disconnected from Quiz Bowl PRO or the videoconference, an official timeout is declared by the judge. If the student does not reconnect within two minutes, the coach must substitute for that player if a sub is available. After a student has been disconnected/reconnected once, additional subsequent disconnections will require an official timeout, followed by a mandatory substitution if a sub is available.
2. While matches must start with four players, teams that lose students due to Internet disconnections may continue to play with fewer than four players if no other players are available.

## F. Match Length

1. The resolution of inquiries may require that a half consists of more than the usual number of questions.
2. **Halftime** should last five to seven minutes. Coaches may confer privately with players during halftime if they are able.

Questions per Half			
	District/Section	Regional	State
<b>Elementary</b>	30	30	N/A
<b>Middle Grades</b>	40	40	Pool Play—30 questions; Single Elimination—40 questions
<b>High School</b>	40	40	Pool Play—40 questions; Single Elimination—50 questions
<b>6<sup>th</sup> Grade Showcase</b>	30	N/A	N/A
<b>JV Challenge</b>	35	N/A	N/A

Response Times		
Grade Level	Tossups	Bonus and Bounce-back Bonuses
<i>Elementary Governor's Cup</i>	10 seconds	10 seconds
<i>Middle Grades Governor's Cup</i>	5 seconds	
<i>High School Governor's Cup</i>		
<i>6<sup>th</sup> Grade Showcase</i>		
<i>JV Challenge</i>		

## G. Timeouts

### Types of Timeouts, Procedures

1. Coaches are allotted two "regular" timeouts and one "substitution" timeout during regulation play. All timeouts are one minute. Coaches may substitute players during any type of timeout.
2. Only a coach may call a timeout. The coach is responsible for designating the type of timeout called.
3. Each team is awarded an additional regular timeout for each overtime period.
4. Coaches may confer with players during either type of timeout via the method established at the coach planning meeting.

### When Timeouts May Be Called

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

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

### Substitution Timeouts

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

### Errors in Calling Timeouts

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

### Requesting an Officials' Timeout

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

## H. Inquiry Procedure

### Acceptable Inquiries

Only a head coach may file an inquiry. There are two types of inquiries: **procedure** or **answer**. Although coaches must *present* all inquiries, there are no restrictions as to who may *write* the inquiry. Coaches may submit supporting material to support their position. **No inquiries on hesitation calls**—or the lack thereof— are allowed.

- a. ACCEPTABLE AREAS OF PROCEDURAL INQUIRIES
- Questions read inaccurately
  - Challenges relating to the timing of a match
  - Other application of rules

b. ACCEPTABLE AREAS OF ANSWER INQUIRIES

- Answer stated in the question set is incorrect
- Correct alternate answer is not accepted by the judge
- Correct answer is not the first answer given
- Incorrect or incomplete answer is accepted by the judge

A blank Inquiry Form in Word will be available to coaches. Coaches may choose at the planning meeting to employ any of the four options below:

- i. Coaches email inquiries to the judge and opposing coach or by sharing their screen
- ii. Coaches email inquiries and rebuttals directly to the Chief Official (anonymity will be lost)
- iii. Coaches submit inquiries and rebuttals verbally, forgoing the option to involve the Chief Official
- iv. In another manner agreed upon by participating coaches.

**Default Inquiry Procedure (Coaches may choose a different method at the Planning Meeting)**

1. Inquiries may only be presented at the **end of the half or overtime** in which the alleged infraction occurs. A coach may consult with his/her team concerning possible inquiries. Any inquiries regarding the just-completed half or overtime must then be lodged by the team coach and presented to the match judge within **three (3) minutes** or within the time frame agreed upon by coaches. When requested by coaches, officials shall re-read a question during the inquiry period for clarification purposes.
2. The **judge** rules upon all inquiries after the half in which they occur. The judge renders an initial decision and may consult with the other officials. **THE JUDGE MUST MAKE A RULING AND MAY NOT SIMPLY DEFER TO THE CHIEF OFFICIAL.** If the judge's decision is not to the satisfaction of both coaches, either coach may direct that the inquiry be sent to the Chief Official for review of the judge's decision.
3. At such point, the coach not lodging the original inquiry has three (3) minutes to present a **rebuttal**. The coach filing the original inquiry may not amend or add to the original inquiry submitted.
4. Decisions of the Chief Official are final and cannot be appealed.
5. If a coach identifies a team or student name in the inquiry, the Chief Official shall ignore the inquiry. If a coach identifies a team name in the rebuttal, the Chief Official shall ignore the rebuttal.
6. Should a coach feel that a Chief Official was in error regarding a ruling, a formal letter may be submitted to the KAAC executive director. If the executive director finds the Chief Official in error, a letter of clarification will be issued to the coach and Chief Official. However, once a match has been completed, all results are final. KAAC has no overruling authority.

**Resolution of Inquiries, Adjusting Scores**

1. **Do NOT adjust the score at halftime for inquiries that go to the Chief Official.** If the Chief Official makes a decision that causes a change in score, adjust the score at the end of the match. If the inquiry is NOT sent to the Chief Official, but decided in the room, the score is changed at halftime. The second half of competition is not delayed for inquiries that are sent to the Chief Official after the first half.
2. Inquiries that are ruled favorably upon by the judge or Chief Official may affect the match score. The guidelines below show how to adjust match scoring after successful inquiries resulting from various match situations.

- If an inquiry results in a change in score (points added or taken away), *all points earned as a result of that answer are taken away*, including any bounce-back bonus points earned. Therefore, a team that feels the other team’s “correct” tossup answer should be struck down may end up losing its own bounce-back bonus point as part of the inquiry.

All bonus questions awarded as a result of inquiries are eligible for bounce-back. The only time an incorrectly answered bonus question does NOT have to be followed is in the special inquiry situation described in Item #3 below.

- When an inquiry requires that a team receive an additional question, the question can be taken from the previous half’s unused questions or from the extra questions provided at the back of each set. Response time is unchanged.
- If an inquiry after overtime results in additional play, play resumes from the point at which the overtime ended. If the fifth point for Team A was a tossup, play resumes with a bonus for Team A and possible bounce-back to Team B. If the fifth point was a bonus, play resumes with a tossup.

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



# Quick Recall Inquiry Form



## **COACH SECTION:**

ROUND # \_\_\_\_\_ HALF: 1 2 OT

QUESTION # \_\_\_\_\_ Type of Question (Tossup, Bonus, Bounce-back):

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

## **JUDGE SECTION:**

Ruling: \_\_\_\_\_ YES, I agree with this inquiry. \_\_\_\_\_ NO, I do not agree with this inquiry. Inform the coaches of your decision.

Does either coach want the inquiry to go to the Chief Official? \_\_\_\_\_ NO \_\_\_\_\_ YES (if so, begin 3-minute rebuttal period and give this inquiry to the opposing coach) \_\_\_\_\_

## **OPPOSING COACH REBUTTAL:**

**CHIEF OFFICIAL SECTION:** \_\_\_\_\_ YES, the judge's decision was correct \_\_\_\_\_ NO, the judge's decision was incorrect

Comments/Instructions:

## I. Forfeits

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

## J. Overtime

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

**If an inquiry after overtime results in additional play, play resumes from the point at which the overtime ended. If the fifth point for Team A was a tossup, play resumes with a bonus for Team A and possible bounce-back to Team B. If the fifth point was a bonus, play resumes with a tossup.**

## K. Guidelines for All Officials

1. Officials shall provide immediate and courteous application of all rules.
2. All officials, regardless of experience level, should officiate at least three team practices, league matches, or formal scrimmages prior to the event.
3. A question may be discarded only after consultation with the Chief Official prior to the Quick Recall competition.
4. Prior to a match, the judge should review the inquiry procedure with the coaches.
5. When in doubt, the moderator and judge should accept only the answer on the page.
6. With the exception of emergency situations, individuals may not enter or leave the competition room while the match clock is running.
7. Electronic recordings may not be used in the inquiry process. KAAC reserves the right to allow or disallow recording of any or all KAAC matches.
8. Match officials shall be prepared to make judgment calls. Once a decision has been made, the official shall concentrate on the match, not on past decisions. At some point each official is required to make a decision that determines or changes the outcome of a match. Officials must act with confidence founded on preparation.
9. Officials will exercise the following positive human relations skills:



- a. Act with a kind spirit.
- b. Act with certainty, never defensively.
- c. Never argue. Walk away from irate individuals.
- d. Be an effective listener, but do not prolong discussions.
- e. Move discussions away from students and spectators to a quiet area.

## L. Guidelines for the Judge

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

The judge has the following responsibilities:

1. Reviews the inquiry procedure with coaches.
2. Previews match questions with the moderator.
3. Monitors students visually on the videoconference.
4. Confirms the correct reading of a question and stops the moderator if the question is misread so that it is SUBSTANTIALLY altered.
5. Notes whether each question is a tossup (T) or bonus question (B), and notes which team, if either, correctly answers the question. It also helps to make a written notation of incorrect answers, if it does not delay the match. (See Appendix A)
6. When requested by the moderator, rules on the correctness of answers and on rules violations. Rulings are given quickly with a simple "yes/no," "correct/incorrect," "hesitation," "infraction," or "moderator error" indication. The judge does NOT explain rulings during match time.
7. Reminds a negligent moderator to prompt the team captain for an answer to a bounce-back bonus question.
8. Calls "hesitation" when a player fails to respond or hesitates after being recognized by the spotter (or moderator on a bounce-back bonus, or captain on a bonus designation).
9. Stops the match to correct any situation interfering with the efficient completion of the match.
10. Announces that the three-minute inquiry period has begun following each half and receives inquiries from coaches. If the inquiry is to be sent to the Chief Official, the judge announces that the three-minute rebuttal period has begun.
11. May make an immediate reversal of a decision if the reversal is done before the next question is read (e.g., "correct, incorrect").
12. May not initiate inquiries or provide content-related assistance to coaches.
13. Makes the initial ruling on inquiries filed. This may be done with or without conferring with other match officials.
14. Directs the scorer to make the appropriate change(s) following the resolution of an inquiry that results in a score change.

### The Role of the Judge

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

## M. Guidelines for the Moderator

The moderator is largely responsible for the flow of a match, controlling the pace of the match through effective verbal skills. \*The moderator's Internet connection must be strong and audio clear!\*

The moderator performs these duties:

1. Reviews match questions.
2. Reads each question preceded by its number and its tossup/bonus status. Do NOT say, "Question number one is a tossup question," –this wastes valuable playing time. Rather, say, "One, tossup." The moderator also notes whether each question is a tossup (T) or bonus question (B).
3. Stops match time to correct problems that interfere with the proper running of the match. These

problems could include—but are not necessarily limited to—connection or audio difficulties, rules clarifications, or disruptions.

4. Gives the initial evaluation of the answer. The acceptable responses by the moderator are the following: "correct," "incorrect," "hesitation," "infraction," "[defer to] judge," and so on. When in doubt, the moderator defers to the judge for a ruling. The moderator may make an immediate reversal of his or her decision (e.g., "correct, no, incorrect").
5. Reads the correct answer after both teams miss a tossup, time expires for a tossup, or both teams miss a bonus.
6. Speaks clearly and correctly. Moderators do not attempt to rush through the questions, but combine speed with good diction.
7. Announces the score during timeout periods and at the end of each half. If a match score is altered following an inquiry, the moderator announces the change(s).
8. Does not indicate to a player, by word or by a pregnant pause, to be more specific or to give more information in situations where a player gives an incomplete answer. Answers are evaluated in their initial form. The moderator may ask a player to repeat an answer; however, both the moderator and judge must be certain that the repeated answer is the same as the first answer stated.
9. Shall prompt the captain for the answer with "Answer, please" if bonus or bounce-back bonus response time expires.
10. Calls "hesitation" when a player fails to respond or hesitates after being recognized or designated. All adult, certified match officials must make hesitation calls. NOTE: High school students can be certified to serve as moderators at the elementary or middle school level. A high school student, when serving as moderator, may make hesitation calls.

## N. Guidelines for the Host/Buzzer Operator

The host/buzzer operator controls:

- Recognition of students after buzz-ins by saying "Team, Student." This duty can be ceded to the moderator if desired.
- Game play functions
- Substitutions
- Scoring and adjustments to scores
- In most cases, administrative aspects of the match

This official shares his or her screen through the videoconference platform so everyone can observe the game and hear the response timer.

## O. Rules Clarifications

### Hesitation

1. In online Quick Recall, players are given 3-4 seconds after recognition to begin their response. Hesitation calls are judgment calls and are not subject to inquiry.
2. Once a player begins an answer for a tossup or bonus question (including multiple answers), that answer must be **continuous**.
3. Quick Recall competition is open to all students. For a student to be given special consideration by the officials due to a speech disorder, that student's condition must be verified on the school's District Entry Form. It remains the coach's responsibility to inform the match officials of the student's condition prior to the match. Consideration may be given as long as that student begins his or her answer before hesitation rules go into effect. *Braces on one's teeth are not considered a valid excuse for hesitating.*
4. Hesitation rules on the **bounce-back** bonus are in effect as soon as the moderator prompts the

team captain for his or her answer, using the same guidelines given in Item #1 above.

### Answer/Recognition Errors

1. Once a player begins an answer to a question, the answer may not be altered in any way. Officials should call "infraction".
2. If a player gives a multi-part answer, the TOTAL answer heard by the moderator and/or judge is considered the official answer. This means that if a player offers more than one piece of information when the question asks for a single answer, the answer given by the player would be judged incorrect by the moderator and/or judge without regard to the order in which the player gave his/her multiple answer.
3. When players are asked to provide a list in a response, stating the word "and" before the last item in the list shall not disqualify an answer.
4. Counted **infractions** are answers given under these conditions:
  - ✓ Prior to recognition by the spotter on tossups
  - ✓ Prior to recognition by the moderator on a bounce-back bonus
  - ✓ Prior to designation by the captain on a bounce-back bonus question.
  - ✓ After a hesitation, whether designated by the spotter or captain on a designation
  - ✓ After oral, written, or non-verbal conferring on tossups
  - ✓ By the undesignated person on a captain bonus designation
  - ✓ By the wrong person on a tossup (see below for special circumstances)

### Answers Given by the Wrong Person—Resolutions

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

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

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

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

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

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

### **What Officials' Errors are Correctable?**

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

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

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

#### **Correctable Moderator Errors**

**Tossups: corrected at end of half**  
**Bonuses: corrected immediately**

3. In online Quick Recall, technical issues may arise that are not covered in this Manual. The guiding principle officials follow is "does the problem create a competitive inequity that we can correct within a reasonable time"? Officials should make reasonable efforts to address technical problems; however, continued problems solely related to one team may force that team to forfeit so the tournament can continue.

## Common Moderator Errors

### Tossups

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

### Bonuses

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

### Conferring and Communication

1. If players communicate with each other during tossups the officials shall call "infraction" and offer the question exclusively to the opposing team.
2. Each Quick Recall match at District or Regional must be played under equivalent conditions regarding conferring on bonuses and bounce-back bonuses. If one team is prohibited by school policy from gathering in the same room at school, and the other is allowed to do so, all students must either (a) play from home or (b) the team playing from school must communicate only verbally over an open mic, loud enough for both teams to hear. Teams may confer only on "their own" bonus or bounce-back bonus.

## **Unsportsmanlike Behavior**

1. *A coach, student participant, or spectator refusing to allow a match to continue may cause his/her team to forfeit the match. Only the Chief Official may declare a match forfeited, and only after conferring with KAAC. The score of a forfeited match is 1-0.*
2. *Teams, coaches or spectators may not engage in behavior that, in the judgment of the match officials, is considered disruptive to the other team. Such behavior includes, but is not limited to, excessive body gestures or displays of emotion, extraneous noise, or other actions outside the bounds of proper decorum. Such prohibited behavior includes excessive congratulatory exclamations ("Good job!", etc.). Should such behavior occur, match officials shall issue the following warning: "Officials' time out. A warning is issued to <team or individual> for disruptive behavior. Further infractions shall result in a penalty or ejection."*
3. *An unheeded warning for disruptive behavior, as described in #2 above, by a coach or a player results in a toss-up offered solely for the other team. An unheeded warning from anyone else results in their ejection from the match.*
3. *At no time may a student present an inquiry to the judge. Any student attempting to argue an inquiry will be warned once; any additional discussion by the student in an inquiry will cause the student to be removed from the match.*
4. *The match officials or Chief Official may agree to **remove from the match videoconference** any person whose conduct is **unsportsmanlike**, offensive, in violation of the rules, or illegal. The official who removes a person on such grounds shall make a report of the incident in writing to the KAAC Executive Director. If the person is a student, coach, teacher, official, principal, parent, or other person associated with a member school, the Association may direct that school to prohibit that person from attending or participating in future contests. Failure of the school to comply with such a directive may subject it to termination of its membership by the Board.*

## O. Answers—Right or Wrong?

### Mathematics

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

### Science

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

### Language Arts

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

## General

1. When a full name answer is required it will be so stated in the question. The important consideration is whether the player knows the answer beyond a shadow of a doubt. When a full name is not required, the optional part of the answer will appear on the question set in parentheses [e.g., (Ronald) Reagan] in the question's answer.
2. Acceptable alternate answers are also given on the question set. Unforeseen alternate answers may arise during a match. In that case, coaches should use the inquiry process.
3. Too much information is a legitimate basis for ruling an answer incorrect. For example, if a player buzzes in after hearing, "Name the state capital which.." and begins to name all 50 state capitals, the answer is incorrect. A distinction needs to be made, however, between providing too much information and providing further, clarifying information. Example: A question asks, "Who was the first President of the United States?" The answer supplied to match officials is "(GEORGE) WASHINGTON", but the player replies "President George Washington." The player gave further clarifying information, not superfluous information, and is not "fishing" for the correct answer.
4. Alternate pronunciations of answers are considered correct if an answer is pronounced as it is written or if the match officials believe that the essence of the answer is given. If the answer is DESCARTES [day-CARR], accept the pronunciation [des-CART-es]. This shows that the player has studied the material and knows the answer beyond a shadow of a doubt, even though he or she is not familiar with its pronunciation.
5. Answers given in a "Jeopardy!" format (What is...) are not allowed, because they allow for additional thinking time. The match officials should call either "incorrect" or "hesitation."



**KAAC Quick Recall Scoresheet**



**Quick Recall Scoresheet**

Room \_\_\_\_\_ Round \_\_\_\_\_

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

**/** - Question not answered

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

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

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

Extra Questions	51	52	53	54	55
Team					
Team					
Timeout taken					

Team Names	1 <sup>st</sup> Half Total	Inquiries: Effect on Score	1 <sup>st</sup> Half Score

Name of Moderator: \_\_\_\_\_

Name of Scorer: \_\_\_\_\_ Name of Judge: \_\_\_\_\_

Name of Spotter: \_\_\_\_\_ Name of Timer: \_\_\_\_\_

# KAAC Quick Recall Scoresheet

**2<sup>nd</sup> Half**

T - Correctly answered tossup

**(T)** - Incorrectly answered tossup

**B** - Correctly answered bonus

**(B)** - Incorrectly answered bonus

/ - Question not answered

Question #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Team																										
Team																										
Timeout taken																										
Question #	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	
Team																										
Team																										
Timeout taken																										

Overtime	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Team															
Team															
Timeout taken															

Team Names	First Half Points	Second Half Points	Inquiries: effect on points	Subtotal	Overtime points	Final Score	Coach Signatures

Return to KAAC 

# KAAC Quick Recall Scoresheet

2<sup>nd</sup> Half

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

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

/ - Question not answered

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

Question #	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Team Johnson	/	/	T	(B)	T	(B)	/	T	B	(T)	/				
Team Oak Valley	/	(T)	B		B	(T)		T	(B)	T	B	T	B		
Timeout taken															

\*\*\* Johnson inquires, saying that its bonus answer on #31 should have been ruled correct. The judge agrees and Johnson is awarded a point. Oak Valley's bonus point is taken

Overtime	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Team Johnson	-														
Team Oak Valley	-														
Timeout taken															

Team Names	First Half Points	Second Half Points	Inquiries: effect on points	Subtotal	Overtime points	Final Score	Coach Signatures
Johnson	14	12	+1	25	-	25	Ed Sutton
Oak Valley	14	16	-1	29	-	29	Bill Gilhispie

Return to KAAC

## **Appendix B—Quick Recall Certification**

### **How to Get Your Official's Certification Number**

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

## Glossary

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

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

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

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

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

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

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

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

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

**Hesitation**--when a player fails to give an answer within 3-4 seconds after being prompted by the spotter or by the captain on a bonus designation.

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

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

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

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

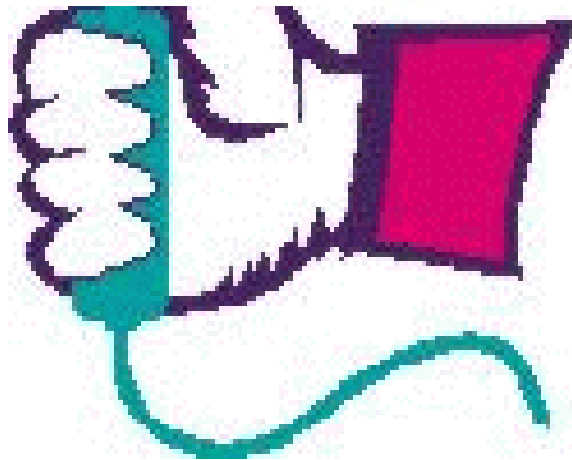
**Moderator**--- the official that reads questions for teams and makes initial evaluations of answers.

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

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

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

# Online Guide



## **Introduction**

There are two components to online Quick Recall:

1. The QuizBowl PRO online platform, which acts as a buzzer system. Governor's Cup coaches have a free subscription and unlimited co-coach subscriptions. Sign up at <https://online.quizbowlsystems.com/host/sign-up/KAAC>
2. A videoconferencing platform (Microsoft Teams, Zoom, Google Meet, etc.), which provides audio, the game display through a screen share, and a way to monitor students (see Appendix A)

Your event is likely to be successful IF:

1. Your District or Region conducts multiple "dress rehearsals," simulating an actual competition, prior to the event. This will identify any items that need corrective action, such as poor Internet connections, difficulties with signing in, etc.
2. Your officials, particularly your moderator and host/buzzer operator, have high quality Internet connections
3. Your officials and students have experience with the QuizBowl PRO platform

## **Rules Changes**

### **Format**

1. All questions will be read in each half.
2. Moderators shall not be in the same room as student participants.
3. Officials shall wait 3-4 seconds before making a hesitation call.
4. The bounce-back bonus will have a 10-second response time.
5. Quick Recall teams must play under equivalent conditions regarding conferring. If one team is prohibited by school policy from gathering in the same room at school, and the other is allowed to do so, all students must either (a) play from home, or (b) the team playing from school must communicate only verbally over an open mic, loud enough for both teams to hear. Teams confer only when they are eligible to answer.

### **Bonus and Bounce-back Bonus Questions**

1. On bonuses that are not designated, the team captain shall use "final answer," "final", or any similar phrasing, either before or after the answer. If the student fails to say "final answer," but the moderator believes the student was giving an answer, the moderator may rule on the answer.
2. If bonus or bounce-back bonus response time expires, the moderator shall prompt the captain with "Answer, please."
3. If a team fails to give an answer to a bonus question, the moderator states "Time" and the 10-second response timer begins for the bounce-back bonus.
4. If a team gives an incorrect answer to its bonus question, the moderator states "Incorrect" and the 10-second response timer begins for the bounce-back bonus.

### **Disconnections**

1. While matches must start with four players, teams that lose students due to Internet disconnections may continue to play with fewer than four players if no other players are available.
2. If a student is disconnected from Quiz Bowl PRO or the videoconference, an official timeout is declared by the judge. If the student does not reconnect within two minutes, the coach must substitute for that player if a sub is



available. After a student has been disconnected/reconnected once, additional subsequent disconnections will require an officials timeout, followed by a mandatory substitution if a sub is available.

## **Officials**

1. There are three official roles that need to be covered:
  - a. The moderator reads the questions and gives the initial ruling on the correctness of answers.
  - b. The judge monitors students, rules on answers when requested by the moderator, and runs the inquiry process.
  - c. The host/buzzer operator controls:
    1. Substitutions
    2. Game play, scoring and adjustments to scores
    3. In most cases, administrative aspects of the match

Host/Buzzer operators share their screen through the videoconference so everyone can observe and hear the match.

Officials may combine or exchange duties based on their own skill sets. The duties of the spotter may be filled by any official.

## **Players**

1. Players sign into the videoconference platform and log onto the QuizBowl PRO site after receiving their Match ID from their coach. The number of participating students may by necessity be limited; the QuizBowl PRO platform has a maximum of 15 students.

The student login is at <https://online.quizbowlsystems.com/>

2. Players can use either one or two devices.
  - a. With two devices, their computer screen could be for match audio and teleconference video monitoring, and their phone could show the QuizBowl PRO play window where they can see the score and buzz in.
  - b. With one device, players can set the teleconference audio/video feed to run in the background, and their active window can be used for game play.
3. One camera positioned to monitor all four players is acceptable.

4. If students are at school, one high-quality group mic could suffice for all students if they speak up.
5. Laptop speakers are typically poor; if you have access to higher-quality speakers, use them.
6. If players are miked separately, headsets may prevent some audio issues.

### **Coaches**

1. Coaches sign into the videoconference platform to view their team's match.
2. Coaches are encouraged to keep score as a backup to the buzzer operator's duties.
3. Inquiry forms are available for download at [www.kaac.com](http://www.kaac.com). See the inquiry process below.

### **Inquiry Process**

A blank Inquiry Form in Word will be available to coaches. Coaches may choose at the planning meeting to employ any of the four options below:

1. Coaches email inquiries to the judge and opposing coach or by sharing their screen
2. Coaches email inquiries and rebuttals directly to the Chief Official (anonymity will be lost)
3. Coaches submit inquiries and rebuttals verbally, forgoing the option to involve the Chief Official
4. In another manner agreed upon by participating coaches.

## **Technical Considerations for Coaches**

These are copied from the QuizBowl PRO website. Check for updates at [http://www.quizbowlsystems.com/support\\_online\\_technicalconsiderations.html](http://www.quizbowlsystems.com/support_online_technicalconsiderations.html)

### **Test Your Connection**

Test your connection at this link to help identify trouble spots:  
<http://3.134.108.192:3000/connection-test>

### **Unblocking Ports**

QuizBowl PRO is hosted in the cloud using AWS (Amazon Web Services). The following ports must be unblocked in order for the system to function properly:

1. Port 80
2. Port 443
3. Port 3000 (a port used by Amazon Web Services, where we host the system)
4. Port 4000 (`wss://online.quizbowlsystems.com:4000`)

The first three are well known and usually unblocked anyway, but the fourth one - a socket URL that handles host-player interaction - is specific to QuizBowl PRO. Please check with your organization's IT department to make sure that all four ports are unblocked.

### **Sound**

If your sound fades at any time, refresh your browser window; you won't lose your match data.

## **COACHES: DO THESE THINGS**

1. Practice the same way you compete.  
To the extent possible, use the same device on the same network every time you play. There are many "moving parts" (routers, modems, etc.) between you and your host session, so limit the number of variables to the extent you can.
2. Extend player device screen timeout settings.  
Tell your players to turn off their screensaver or extend their devices' screen timeout setting (to something like 30 minutes instead of just 15-30 seconds). When their device goes to sleep, their name on the host screen will change to a dark background, making it seem as if they're not logged in.
3. Use your data plan, if competing via cell phone.  
WiFi networks are typically shared, but your data plan is all yours. And using it avoids your router. If your WiFi network supports QuizBowl PRO, then you're fine either way.
4. Use a hard-wired Internet instead of Wi-fi, if possible. The former is typically more reliable with greater signal strength.
5. Players: Use a headset, if you can.  
Using a headset will eliminate much of the ambient noise in your environment from being transmitted into the audio channel. Even if you're socially distanced within the same classroom, using a headset will cut down on feedback and background noise.
6. Use Chrome as your browser, if you can.  
Other browsers work, but Chrome is the system's test platform.

## **COACHES: DON'T DO THESE THINGS**

1. If you're serving as a match host, don't let anyone log into a match before you do. You will probably not be able to "see" them.
2. Don't allow more than 1 person to log into your hosting account at any given time.  
If you want other people (opposing coach(es), students not currently in the match, observers, etc.) to see your host screen, share it with them in Zoom or whatever conferencing technology you're using. Having more than 1 person logged into a hosting account can lead to "mysterious" ring-ins.
3. Don't host and play on the same device.  
It's tempting when you're learning the system to run the system in one browser tab and simulate player ring-ins in another browser tab, but use a second device instead. Or click on player names to simulate ring-ins.
4. Don't give your account credentials to anyone.  
If you want someone else to run the system for you using your account while you do something else (like moderating):
  - Give that person keyboard & mouse control of your screen via your conferencing system.
  - If that's not possible, change your password before allowing another person to use your account, then change it back afterwards.
  - Get a generic host subscription (e.g. "MGDistrict3Room2@kaac.com") with generic passwords.
5. If hosting QBP, don't edit names of players when logged in.  
If you must edit player names mid-match (rather than using the SUB PLAYERS button), make sure the player whose spot you're editing is logged out. Or click the X to "boot" them before navigating to Host Settings to edit names.
6. Turn off competing devices  
If you're required to use video to compete & you're on WiFi, disable it on all your other devices (and your relatives' devices), if playing at home.