

Kentucky Association for Academic Competition

113 Consumer Lane

Frankfort, KY 40601

502.223.0088

Fax: 502.223.0430

kaac@kaac.com

<http://kaac.com>



Coaches Manual

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Introduction

Since its beginning in December 1999, the Sixth Grade Academic Showcase has more than doubled in membership.

This is evidence that administrators, teachers and parents have seen the value of high-quality academic competition and are making it part of their lives.

On behalf of the Kentucky Association for Academic Competition (KAAC), thank you for your willingness to serve the students of your area as a coach. Since those students are the beneficiaries of your efforts, the time you spend is most worthwhile.

We are again pleased to have the Honorable Order of Kentucky Colonels as our partner in this year's event. More information about the Colonels is on the next page--you can also visit www.kycolonels.org to learn about Kentucky's civic-minded ambassadors.

If we can answer any questions along the way, please give us a call.



Kentucky Association for Academic Competition

113 Consumer Lane
Frankfort, KY 40601
502.223.0088 (phone)
502.223.0430 (fax)
E-mail: kaac@kaac.com

Office hours: Monday through Friday, 8:00 A.M. to 4:30 P.M. EST

QUESTIONS?

Eligibility, Special Needs, Quick Recall and Written Assessment

John Bennett, 502.223.0088, ext. 23; jbennett@kaac.com

Hosting, Composition

Brenda Darnell, 502.223.0088, ext. 24; bdarnell@kaac.com

Billing, Invoices, and Payment

Cindy Clark, 502.223.0088, ext. 26; cclark@kaac.com

General Information, Registrations and Store Purchases

Caitlyn Keeling, 502.223.0088, ext. 21; ckeeling@kaac.com

Our Sponsor

When a Governor commissions an individual as a Kentucky Colonel, he is awarding the state's highest honor to someone who has made a contribution to Kentucky or society in general. The individual may be a famous athlete or teacher. More likely though, the recipient is an outstanding teacher, a fireman who saved a life or a volunteer who works endless hours to help those less fortunate.

The Honorable Order of Kentucky Colonels, made up of Kentucky Colonels from around the world, is dedicated to perpetuating the Good Works of the individual members but on a collective basis. Colonels from all over the world voluntarily contribute dollars to help low-income senior citizens in Johnson County, autistic children in Henderson, at-risk teens in Northern Kentucky, students with reading difficulty in Paducah, the homeless in Louisville and thousands of others across the state.



Since 1951, the Honorable Order has awarded nearly 5000 grants to charitable and educational agencies. For the last dozen years, the Order's Board of Trustees has distributed approximately 1.5 million dollars each year. This year, a program funded by the Kentucky Colonels is touching someone in every county in the state.

On behalf of all Kentucky Colonels, the Board of Trustees extends congratulations to those who have earned the right to participate in the Sixth Grade Academic Showcase. We are most pleased to participate in recognizing your achievement. You are already setting the stage to be nominated as a Kentucky Colonel at some future date.

For more information, visit www.kycolonels.org

Schedule of Events

Coaches' Planning Meeting: November 21

Time decided by Contest Manager working with coaches

Composition: Tuesday, December 3

Time decided by coaches at Coaches' Planning Meeting - must be held after school unless ALL teams agree to come earlier.

Written Assessment and Quick Recall: Saturday, December 7

8:00 a.m. - 8:30 a.m.	Registration
8:45 a.m. - 9:30 a.m.	Written Assessment Testing Time Frame 1 All students must begin testing during this time
8:50 a.m.	Exams released to coaches
9:40 a.m. - 10:25 a.m.	Written Assessment Testing Time
Frame 2 10:35 a.m.	Written Assessment inquiries due
10:35 a.m. - 11:20 a.m.	Written Assessment Testing Time
Frame 3 10:50 a.m.	Written Assessment rebuttals due
11:00 a.m.	Quick Recall begins (a lunch period may be added at any time, affecting the Quick Recall schedule)

Awards Ceremony following last Quick Recall match

If there are teams in the Section from both Eastern and Central time zones, the event shall be conducted on Central time unless all teams agree otherwise.

Participation Overview

1. Only sixth grade students may compete.
2. Students may compete in both Governor's Cup and the Sixth Grade Showcase.
3. Students must compete for the school in which they are enrolled.
4. Each student may take part in a maximum of three events.
5. Each team may enter up to three students in each of the written events and in Composition.
6. Enter students online for Sixth Grade Showcase – refer to Appendix A.

Officials

1. Each school participating in Composition MUST provide a reader or no students may be placed in Composition.
2. Each school participating in Quick Recall is asked to provide two Quick Recall officials.

Code of Ethics

Sportsmanship Statement

Students, coaches, officials and spectators are to exhibit sportsmanlike conduct at all times.

Unsportsmanlike conduct includes, but is not limited to: disruptive and/or intimidating behavior, fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, profanity or obscene gestures, taunting, trash-talking or baiting, cheating, throwing or abusing equipment, physical intimidation or abuse of an official or opponent, unauthorized leaving of the team seating area, or excessive congratulatory remarks during the event.

Coaches will:

1. Share the Sportsmanship Statement 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. Not make 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 Sportsmanship Statement.
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. Not disturb anything in the event rooms unrelated to the competition.
8. Represent their schools in a positive manner.
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.

Showcase Guidelines



1. ENFORCEMENT

- 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 Sixth Grade Showcase; sites for the contests are rotated equitably among member schools.
- c. All coaches and students shall adhere to the KAAC Code of Ethics.
- d. 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.
- e. 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.
- f. 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.
- g. There are several rules that call for disqualification, including failure to provide required officials and identifying one's identity a Composition booklet. To safeguard the rights of students, Contest Managers or their designees must obtain KAAC approval before such a disqualification is made.
- h. In Written Assessment or Composition, coaches have three days to report a possible scoring error that may affect results posted to the website.
- i. 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. Students are not required to return awards given in error.

2. STUDENT RECRUITMENT

Students shall not be recruited to a KAAC member school for the purpose of participating in Showcase. Although a public or private school may point to Showcase 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. SHOWCASE ASSIGNMENTS, COMPETITION SCHEDULE

- a. Students must participate in the Section to which they are assigned, and all 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.
- d. If a competition is delayed or postponed, the Severe Weather Plan agreed upon by the coaches attending the Competition Planning Meeting is enacted.
- 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 Showcase 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. 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 KAAC event(s) disqualify their school.
 - 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. COMPETITION PLANNING MEETING

The Competition Planning Meeting date is set by KAAC. The specific time of the meeting on that date may be set by the Contest Manager, working with the schools involved. The time for the Planning Meeting is set by your host school working with the coaches in your Section. If a Showcase Section event has participation from schools from both the Eastern and Central Time Zone, the event shall be conducted on Central time unless all schools agree otherwise.

The Contest Manager

- a. 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. Contest Managers may recruit helpers if necessary.

The Competition Planning Meeting

- b. The Contest Manager or designee coordinates the Competition Planning Meeting.
 - i. 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.
 - ii. At the Competition Planning Meeting, the Contest Manager or designee performs the Quick Recall draw. See Appendix B.
 - iii. 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.
 - iv. Coaches from participating schools nominate and elect officials (one each from the content areas of Mathematics, Social Studies, Science, Language Arts, and Humanities) to serve on an Inquiry Panel. The panel is elected from those nominated on the by coaches. Officials may serve in more than one area if qualified.
 - 1. Although it is not recommended, a coach may serve on the panel.
 - 2. The 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.
 - 3. 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.
 - v. At the Planning Meeting the coaches elect a Chief Official 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.

5. PARTICIPATION GUIDELINES

- a. All schools must complete an online Entry Form that identifies competing students and available officials.
 - i. Only Sixth Grade students may compete.
 - ii. If the Entry Form deadline passes and School A has not complied with the deadline, the 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.
 - i. Coaches may add students to their Entry Form onsite up until the time registration closes at 8:30 a.m.
 - ii. In the event of a coach error, or student absence or illness, coaches may revise their Entry Form as long as the substituting student's name was entered online by the coach, or was entered onsite during Registration.
 - iii. If a student competes in more than three events, the team's 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.

Event Rules

Composition

1. The writing Genre will be an argumentative essay. The time frame will be 60 minutes.
2. 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.
3. The Contest Manager shall not release sensitive competition materials in Composition until the awards ceremony on Saturday.
4. All schools participating in Composition must bring the name of a reader willing to score booklets to the Coaches Planning Meeting. At the meeting, no fewer than three or maximum of five of these readers shall be selected to score booklets.
5. Evaluation is written feedback and scoring that helps coaches and students improve their skills as writers. Scheduling Evaluation Guidelines include:
 - a. KAAC does not impose a set time for evaluation. The Contest Manager sets evaluation times in consultation with Composition readers at times that are reasonably convenient for both parties.
 - b. Composition evaluation **MUST** be completed by noon on Saturday.
 - c. Not all readers need to be present at the same time, but evaluation should be completed in a continuous sitting for each respective evaluator.
 - d. Booklets must be evaluated on-site at the host school or a site approved by KAAC. Evaluators may not take booklets to any non-approved site.
 - e. Erasable ink pens are not permitted.
 - f. One line of written text per line in the booklet will be scored.
 - g. Composition participants, like all other participants, must be accompanied to the competition site by an adult to be eligible to compete in the event.

Written Assessment

1. All five written assessments are 35 questions, A-D multiple choice. Students are given 45 minutes to complete each exam. Examinations are offered in:
 - ✓ Mathematics
 - ✓ Science
 - ✓ Social Studies
 - ✓ Language Arts
 - ✓ Arts and Humanities

Five multiple-choice questions are used to break ties.

Testing Procedures

1. Mathematics students begin testing at 8:35 a.m. ALL other students begin testing at 8:45 AM.
2. 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.** If a student is late for the first written assessment time frame, no exams may be taken.
3. Exams must be taken in this sequential order: Mathematics, Science, Social Studies, Language Arts, and Arts and Humanities.
4. Written Assessment participants shall receive a 10-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.
5. Students who complete their exams early sit quietly at their table. When the time is up, proctors collect the exams and score sheets and sort them by subject area.
6. If a student asks to leave the room to use the restroom or for emergency reasons, that student must be escorted by a proctor.
7. As students finish each Testing Time Frame, score sheets are forwarded to the Head Scorer.
8. Between testing time frames, students may take an escorted trip to the rest room.
9. Each member school may enter up to three (3) individuals in each content area.
10. Substitutions are allowed if made before the official registration period is closed.
11. All Written Assessment examinations begin at the time prescribed in this manual.
 - a. 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 and ID number on the card and Written Assessment answer sheet.
 - ii. Following completion of the exam, the card is collected and placed with the Assessment answer sheet.
 - iii. After the examinations are scored, the ID number on the Written Assessment answer sheet is matched to the student name.
 - b. 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.
12. 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.
13. 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.
14. 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.

15. 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 student shall be instructed to turn off the device and place it under the chair out of sight.

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 11:05 a.m.
- 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.
- 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. The body of the exam is graded (50 questions). If there are ties among the top six 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.

Quick Recall

1. Governor’s Cup rules will be used with this exception: each Quick Recall match will consist of 10- minute halves, or 30 questions per half, whichever comes first. For a copy of the *Quick Recall Manual*, visit kaac.com.
2. Where Showcase sections consist of eight teams, teams shall be divided into two four-team round robin pools, for the purpose of seeding all teams in an eight-team, single elimination bracket to determine final placements.
3. Showcase sections consisting of fewer than 8 teams will play a double elimination tournament bracket—each team is guaranteed two matches (see Appendix B).
4. Quick Recall officials shall be required to wear a badge provided by KAAC that identifies them as a Quick Recall official.
5. Quick Recall moderators and judges who have been involved in preview sessions shall remain sequestered from students or coaches until they have been released by the Chief Official or Contest Manager.

Awards

The following individual and team awards are presented:

1. Certificates for participants will be available by download.
2. Awards are presented to the following:
 - ✓ Medals to the top six students in each written assessment event and in Composition;
 - ✓ Medals (8) to the first through fourth place Quick Recall teams; and
 - ✓ Plaques to the first, second and third place teams overall.
3. School point values:

Quick Recall					
First Place		Second Place		Third Place	
13 Points		9 Points		5 Points	
3 Points					
Written Assessment and Composition					
First Place	Second Place	Third Place	Fourth Place	Fifth Place	Sixth Place
8 Points	6 Points	4 Points	3 Points	2 Points	1 Point

4. Breaking Ties in Final School Rankings
 - If school points are tied, the higher rank goes to the school with the greater number of first place points.
 - If the schools have the same number of first place points, the higher rank goes to the school with the greater number of second place points.
 - If the second place points are also the same, the schools remain tied.

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 officials.
- e. KAAC offers certification clinics to train Quick Recall coaches. 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.



Appendix A--Entry Form

School _____
 School Representative phone - Home _____
 School Representative email - Home _____
 Quick Recall Coach _____ Cert. # _____

School Representative _____
 School Representative phone - Day _____
 School Representative email - Day _____
 Visit www.kaac.com if you forgot your card #.

In order to take part in Sixth Grade Showcase, you must help provide officials.

Officials' Information

REQUIRED Quick Recall Official: Name _____ Cert. # _____ Years Experience _____
 Phone (day) _____ (evening) _____ E-mail _____
 Can serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

REQUIRED Quick Recall Official: Name _____ Cert. # _____ Years Experience _____
 Phone (day) _____ (evening) _____ E-mail _____
 Can serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

ADDITIONAL Quick Recall Official: Name _____ Cert. # _____ Years Experience _____
 Phone (day) _____ (evening) _____ E-mail _____
 Can serve as (circle all that apply): Judge Moderator Scorer Spotter Timer
Written Assessment Official: Name _____ Can serve as (circle) Proctor / Grader
 Phone (day) _____ (evening) _____ E-mail _____

Written Assessment Official: Name _____ Can serve as (circle) Proctor / Grader
 Phone (day) _____ (evening) _____ E-mail _____

Composition Proctor: Name _____
 Phone (day) _____ (evening) _____ E-mail _____

Composition Reader: Name _____
 Showcase Composition coaches may not serve as the required reader
 Phone (day) _____ (evening) _____ E-mail _____

Each school may nominate a Chief Official and members of the inquiry panel. List nominees below.

Chief Official: _____ Years
 Experience: _____

Inquiry Panel: Name _____ Subject Area(s) _____

Inquiry Panel: Name _____ Subject Area(s) _____

If you don't submit this form by its due date, you may render your school ineligible for competition.

Enter Students Online



Instructions:

1. During the Entry Period, sign on to kaac.com and follow the links to enter students.
2. Enter your Sixth Grade password.
3. Enter your student names. **IMPORTANT: YOU** are responsible for the spelling of your student names. The way you type them will be the way they will show in the online results.
4. **IF YOU USE ALL CAPS, YOUR STUDENT NAMES WILL LOOK "OUT OF PLACE" ON THE INTERNET. DO NOT USE ALL CAPS!**
5. Follow the onscreen instructions.

Appendix B - Quick Recall Draw

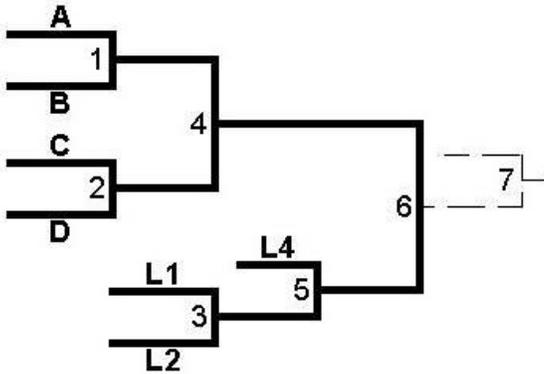
Use the appropriate schematic for the number of teams in your section.

Steps:

At the Coaches' Planning Meeting the Contest Manager or designee performs the drawing for the Quick Recall competition following the instructions below:

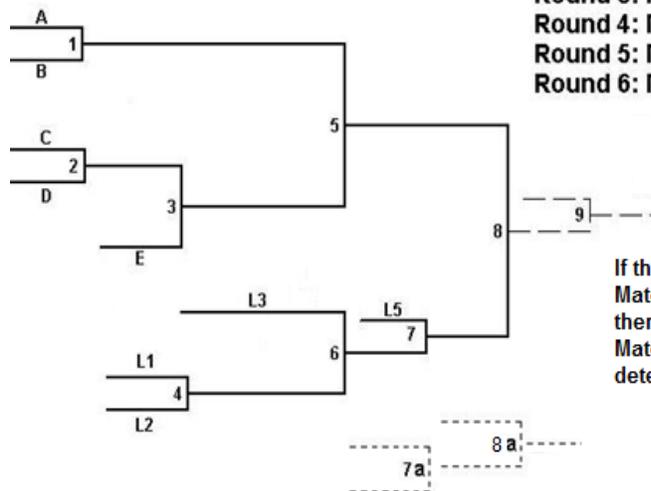
1. Write each team name on a piece of paper and put the pieces of paper in a box or hat.
2. Use the appropriate bracket below for the number of participating Quick Recall teams.
3. Begin at Match 1. Simply draw two teams out of the kitty and place them into the bracket.
4. Continue with Match 2, etc. until all teams are placed into the bracket.

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)

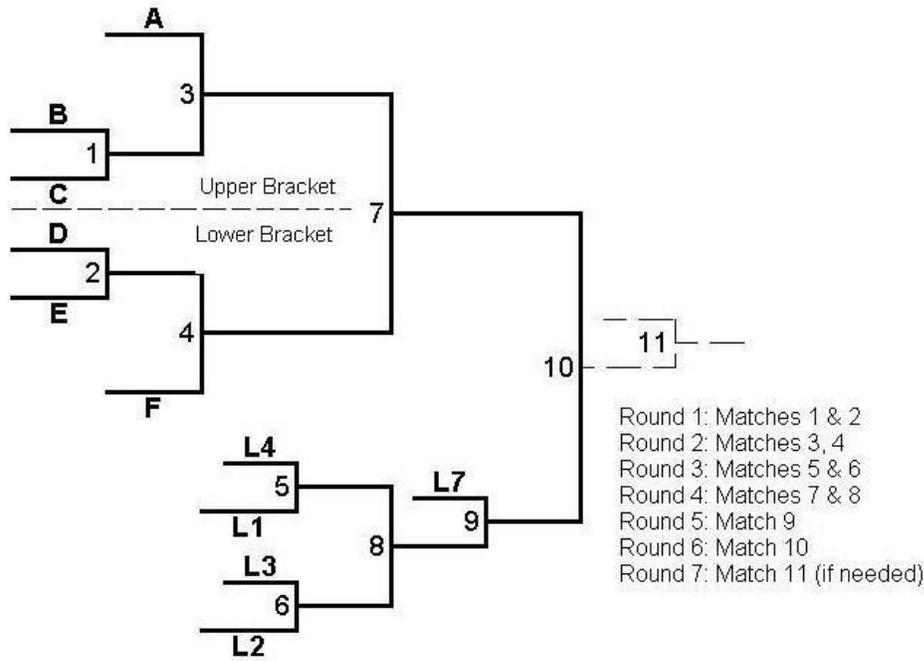
FIVE TEAM DRAW



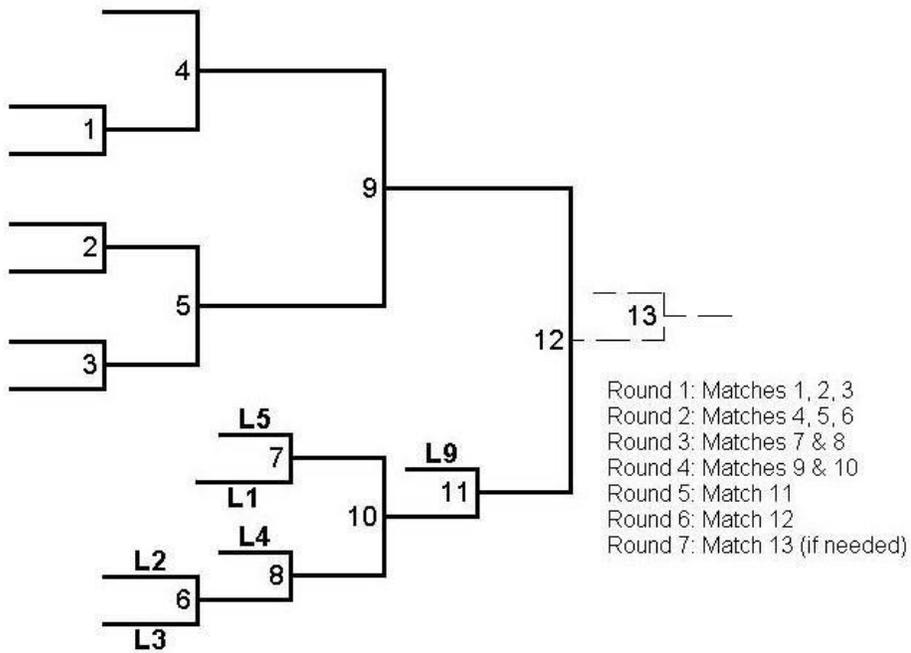
- Round 1: Matches 1 and 2
- Round 2: Matches 3 and 4
- Round 3: Matches 5 and 6
- Round 4: Match 7 (and 7a if needed)
- Round 5: Match 8 (and 8a if needed)
- Round 6: Match 9 (if needed)

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.

Six Team Draw



Seven Team Draw



8-Team Pool Play Procedures

1. Write each team's name on a slip of paper and put the slips in the kitty.
2. Set up a grid for the teams as follows:

Pool A	Pool B
E	W
F	X
G	Y
H	Z

3. Play your Pool play rounds:

Round 1	Match 1: E-F	Match 2: G-H	Match 3: W-X	Match 4: Y-Z
Round 2	Match 5: E-G	Match 6: F-H	Match 7: W-Y	Match 8: X-Z
Round 3	Match 9: E-H	Match 10: F-G	Match 11: W-Z	Match 12: X-Y

4. Determine team seeding based on pool play wins and losses:

Record	Seed	Record	Seed	Record	Seed	Record	Seed
3 vs. 0	1	2 vs. 1	1/2*	3 vs. 0	1	2 vs. 1	1/2/3**
2 vs. 1	2	2 vs. 1	1/2*	1 vs. 2	2/3/4**	2 vs. 1	1/2/3**
1 vs. 2	3	1 vs. 2	3/4*	1 vs. 2	2/3/4**	2 vs. 1	1/2/3**
0 vs. 3	4	1 vs. 2	3/4*	1 vs. 2	2/3/4**	0 vs. 3	4

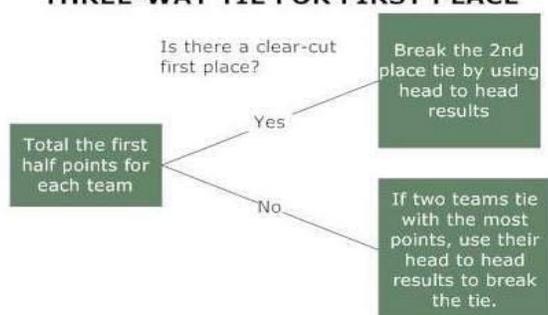
To break ties among tied teams, use the tiebreaker procedures below:

***IF TWO TEAMS ARE TIED**

Use the head vs. to vs. head result to break the tie.

****IF THREE TEAMS ARE TIED**

THREE-WAY TIE FOR FIRST PLACE



THREE-WAY TIE FOR SECOND PLACE



8-Team Single Elimination Bracket

1. Establish the seeding for each team from the pool play rounds.
2. Place each team in the bracket as follows:



3. The final Quick Recall placements are listed below.

Winner Match 20: 1 st Place	Loser Match 20: 2 nd Place
Winner Match 19: 3 rd Place	Loser Match 19: 4 th Place

Showcase Quick Recall and Written Assessment Content

Each Quick Recall round and written exam contains balanced proportions from these categories.

Mathematics

1. Operations with Fractions, Decimals, and Percents (Including Percents Greater Than 100% and Improper Fractions)
2. Ratios and Proportional Relationships, Unit Rate
3. Prime and Composite Numbers, Factors, Multiples, Greatest Common Factors, Least Common Multiples
4. Ordering Rational Numbers, including Integers and Absolute Value; Coordinate Plane Graphing
5. Applications Of Properties (e.g., Commutative, Associative, Inverse, Identity)
6. Algebraic Expressions, Independent and Dependent Variables
7. Solving Linear Equations and Linear Inequalities
8. Geometry: Area of Regular and Irregular Polygons, Special Quadrilaterals, Right Triangles
9. Geometry: Surface Area and Volume of Rectangular Prisms, Cylinders and Pyramids
10. Organizing and Interpreting Data; Measures of Central Tendency (Mean, Mode, Median, Interquartile Range)
11. Probability: Spinners, Number Cubes, Coins, Random Drawings, Counting Principle

Science

1. Scientific Inquiry
2. Laboratory Equipment and Safety
3. Motion and Forces
4. Solar System and Its Components
5. Gravitation and Space Phenomena
6. Earth Phenomena Caused By The Sun's Energy
7. Life Science—Regulation and Behavior
8. Life Science—Populations and Ecosystems
9. Science and Technology
10. Resources and Environmental Change
11. Great Scientists
12. Current Events In Science

Social Studies

1. Human and Physical Geography
2. Land Use (e.g., Preservation, Development, Modification)
3. Map Skills
4. Physical and Human Characteristics Of Places and Regions
5. Five Themes Of Geography
6. Economic Concepts; Scarcity and Economic Systems
7. Modern Forms Of Government
8. Elements of Cultures
9. Cultural and Social Institutions

10. Kentucky History and Geography
11. U.S. and World Geography
12. People and Events from 2010 to the present
13. U.S. Presidents

Language Arts

1. Literary Devices and Techniques
2. Vocabulary: Spelling and Definitions
3. Vocabulary: Greek and Latin Affixes and Roots
4. Parts of Speech and their Functions
5. Grammar: Mechanics and Sentence Structure
6. Newbery Award Winners
7. Classic Children's Novels
8. Award-winning Contemporary Young Adult Novels
9. Award-winning Contemporary Young Adult Nonfiction, including Biographies
10. Famous Poets and Poetry, Poetic forms
11. Short Stories—Authors, Titles, Characters, Themes
12. Characters in Fables, Folklore, Tall Tales

Arts and Humanities

1. Elements Of Art, Principles Of Art Design
2. Art Processes and Media
3. Great Artists and their Works: Emphasis on Rembrandt, Monet, Dali, Gauguin
4. Elements Of Music
5. Musical Instruments and Families
6. Great Composers – Emphasis on Beethoven, Bach, Wagner
7. Elements Of Dance
8. Dancers and Choreographers
9. Elements Of Drama and Age-appropriate Broadway Plays
10. Historical and Cultural Contexts Of Art, Dance, Music and Drama
11. Mythology: Emphasis On Greek/Roman
12. Cultural Icons 1990-present
13. World Religions; Great Religious Leaders In History
14. National Landmarks

Appendix D - Press Release

To Participate in Kentucky Colonels' Sixth Grade Academic Showcase

_____ will take part in the 20th annual Kentucky Colonels' Sixth Grade Academic Showcase.

The competition will be held on _____ and Saturday, _____ at _____

Other competing schools are _____

The Kentucky Colonels' Sixth Grade Academic Showcase features written assessment events in Mathematics, Science, Social Studies, Language Arts and Arts/Humanities, and a double elimination Quick Recall tournament. The event began in 1999 with 90 schools and has since more than doubled in size.

The Honorable Order of the Kentucky Colonels, the event sponsor, is made up of Kentucky Colonels from around the world, and is dedicated to perpetuating the good works of individual members on a collective basis. Since 1951, the Honorable Order has awarded nearly 6000 grants to charitable and educational agencies. For the last 16 years, the Order's Board of Trustees has distributed approximately 1.5 million dollars each year.

According to KAAC Executive Director John Bennett, the Showcase was designed to fill a need in Kentucky schools. "As KAAC began to look for ways to reach more students, we realized that a significant number of students were graduating from fifth grade, then finding it hard to compete on their school's middle grades Governor's Cup team. The Showcase gives those students another competitive opportunity, and helps them remain interested and active in academic competition until they can more realistically contribute to their academic team programs on the middle grades Governor's Cup level."

The coach of the _____ team is _____

For more information, contact _____

Appendix E – Calculator Guidelines

Mathematics Written Assessment



A maximum of two calculators permissible under the ACT guidelines may be used for Sixth Grade Showcase. 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 after this guide is published.

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 the competition, 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.

Appendix F – Special Needs

KAAC events are 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 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 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 October 1. Appeals: the legal guardian of a KAAC 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.

Appendix G – Severe Weather Guidelines



As with any activity involving students and travel, safety is the foremost concern when decisions are made. Having said that, we have to safeguard the integrity of the Sixth Grade Showcase wherever we can. The same questions and exams are used at all sites, regardless of the date of the competition. **The safety of the students is our primary concern; it is better to be overly cautious than to jeopardize their safety.**

Your Responsibilities

1. Establish three Severe Weather Plans

You must give all participating schools input on the alternate date and schedule. All coaches will be provided a preliminary form to complete before the Coaches' Planning Meeting. At the Coaches' Planning Meeting, work with your coaches to develop three Severe Weather plans:

- a. **Plan A** is to operate on a delayed basis, if severe weather exists but the roads will clear up later in the day. Don't set an actual start time; leave that to your judgment on competition morning. Consider the travel time required by the participating schools and plan your decisions accordingly. *See Severe Weather Planning Form.*
- b. **Plan B** is to postpone to another day or days. If weather forces you to enact Plan B, keep in mind that you have to complete your events before the Friday following the scheduled competition date, unless the severe weather persists. *See Severe Weather Planning Form.*
- c. **Plan C** is to hold part of the competition on Saturday with a delay until 2 pm or later and the remainder of the competition during the following week as approved by the coaches. Keep in mind that you have to complete your events before the Friday following the scheduled competition date, unless the severe weather persists. *See Severe Weather Planning Form.*

2. Communicate the plans to all coaches

- a. If there are coaches who do not attend the Coaches' Planning Meeting, inform them of the plans agreed upon by the coaches.
- b. Provide a mobile number for direct contact by coaches.

3. Enact the plan if severe weather strikes

- a. Depending on the severity of the weather, enact either Plan A, Plan B or Plan C. Wait as long as possible before making your decision to postpone; remember, weather forecasting is an inexact science. If the road conditions permit it, always choose a delay over a postponement.
- b. Contact the participating coaches, local and regional radio and television stations to announce the delay or postponement. Often during severe weather, Internet and email communication is not available due to the lack of electricity. Remind coaches to also contact you by home phone and/or cell phone about delays or postponements for any modified schedule/s.

What You Can't Do...

1. You can't let one group of students compete in an event at one time and another group compete in that same event a different time.
2. You can't enact a plan other than the one agreed upon by the coaches at the planning meeting.
3. You can't delay or postpone events to avoid a conflict with another extracurricular event. The only reason you can delay or postpone is if bad weather exists.

If you postpone or reschedule for any other reason than severe weather, you will cause all participating teams and students to be disqualified. Please don't jeopardize their participation by failing to follow this policy.

Severe Weather Plan—Coach Input Form

You must send a copy of this form to the coaches in the Sixth Grade Showcase tournament before your Coaches' Planning Meeting.



Showcase Section# _____

School _____ Coach or School Representative _____

KAAC Severe Weather Policies—Summary (see complete policy on pages 4-5)

The duty of the contest manager is to implement a delay or postponement if travel conditions within the competition area are unsafe. 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 Showcase competition, that request must be approved by KAAC. The Contest Manager must implement a delay or postponement at the request of one of the above mentioned administrators. Coaches who knowingly alter the established competition dates or schedule (with the exception of the Severe Weather Plan) for any Showcase event(s) disqualify their school and forfeit their school's continued participation for those altered event(s) for that competition year.

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. Rest assured that there won't be a solution that is perfect for everyone.

Coach Input Section for Composition

COMPOSITION ONLY—Should severe weather or natural disaster force a postponement of the published Showcase schedule for Composition, my preferences for rescheduling are as follows:

Composition	1st Choice M Tu Wed Th F Sa at _____ AM/PM	2nd Choice M Tu Wed Th F Sa at _____ AM/PM
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Coach Input Section for Delay

PLAN A—Should severe weather or natural disaster force a delay in the published Showcase schedule, my preference for the first delay would begin with a: **1 hour 2 hours 3 hours 4 hours Other _____**

Coach Input Section for Postponements for Plan B or C

PLAN B—Should severe weather or natural disaster force a postponement of the published Showcase schedule with the implementation of **Plan B**, my preferences for rescheduling the various events are:

Event	1 st Choice—Dates and Times	2 nd Choice—Dates and Times
Written Assessment	M Tu Wed Th F Sa at _____ AM/PM	M Tu Wed Th F Sa at _____ AM/PM
Quick Recall	M Tu Wed Th F Sa at _____ AM/PM	M Tu Wed Th F Sa at _____ AM/PM

PLAN C—Should severe weather or natural disaster force a **delay on Saturday** and a **postponement of the remaining published Showcase events** schedule with the implementation of **Plan C**, my preferences for rescheduling the various events are:

Event	1 st Choice—Dates and Times	2 nd Choice—Dates and Times
Written Assessment	M Tu Wed Th F Sa at _____ AM/PM	M Tu Wed Th F Sa at _____ AM/PM
Quick Recall	M Tu Wed Th F Sa at _____ AM/PM	M Tu Wed Th F Sa at _____ AM/PM

Special Information for Contest Manager:

Return to your host school Contest Manager at least ⁴⁸₂₄ hours before the Coaches' Planning Meeting.

Sixth Grade Showcase Order Form

Part 1: QUICK RECALL QUESTIONS

These questions were used in past Sixth Grade Showcase competitions. Questions are balanced among mathematics, science, social studies, language arts, & humanities. Pricing is for KAAC members only--others, please call 502.223.0088. Most of these questions are also available at our Visa/debit store: www.kaac.com/store

Circle the round(s) you want below.

Year	# of Rounds	Cost	Subtotal
2011	1 2 3 4 5 6 7	\$6.00 per round	
2012	1 2 3 4 5 6 7	\$6.00 per round	
2013	1 2 3 4 5 6 7	\$6.00 per round	
2014	1 2 3 4 5 6 7	\$6.00 per round	
2015	1 2 3 4 5 6 7	\$6.00 per round	
2016	1 2 3 4 5 6 7	\$6.00 per round	
2017	1 2 3 4 5 6 7	\$6.00 per round	
2018	1 2 3 4 5 6 7	\$6.00 per round	
TOTAL Quick Recall Questions:			\$

Part 2: PAST WRITTEN ASSESSMENT QUESTIONS

Circle the round(s) you want below.

Exam	Year	Cost	Subtotal
Mathematics	2011 2012 2013 2014 2015 2016 2017 2018	\$6.00 per exam	
Science	2011 2012 2013 2014 2015 2016 2017 2018	\$6.00 per exam	
Social Studies	2011 2012 2013 2014 2015 2016 2017 2018	\$6.00 per exam	
Language Arts	2011 2012 2013 2014 2015 2016 2017 2018	\$6.00 per exam	
Arts & Humanities	2011 2012 2013 2014 2015 2016 2017 2018	\$6.00 per exam	
TOTAL Written Assessment Questions:			\$

NAME _____ SCHOOL _____ COUNTY _____
 EMAIL _____

You will receive your purchase via email

If you are using a Purchase Order, PO number: _____

TOTAL PAYMENT:

QUICK RECALL Part 1	WRITTEN ASSESSMENT Part 2	GRAND TOTAL
\$	\$	\$

Send completed form with check payable to KAAC, or purchase order to:
 KAAC, 113 Consumer Lane, Frankfort KY 40601
 Fax POs to: 502.223.0430
 Email POs to kaac@kaac.com

You will receive your purchase via email, typically within 5-7 business days.