

If you need to contact the tournament director, please send a text message to Mary Helfter at 712-261-2686 and include your room number.

1. The reader is the head official in the room.
2. Help us avoid a nightmare – check & double-check to make sure you have the right set of questions for each game and check the schedule to make sure the right teams have come into your room.
3. Arrange the tables and the students the way you want them. Identify the captains. The placard should be placed in front of the team captain.
4. If you do not know how to pronounce a word, spell it, but make sure it's not a spelling question. Do your best at pronunciation, or ask the Timer/Scorekeeper for assistance.
5. If you make a mistake reading a question, re-read it in its entirety so that the context is clear. Otherwise, do not repeat a question.
6. Remind students that an answer to a math question will be considered incomplete if it does not have the correct label such as feet, square inches, meters, etc. You may prompt them once by saying, "Can you be more specific?" but only give them one more chance, then allow the other team a chance to answer the question.
7. You may use the same prompt to ask a student to clarify an answer that is partially correct such as "_____ Kennedy" or "_____ whale."
8. Either the scorer or reader may keep track of time on the toss-up and bonus questions. Count "one thousand one", etc., and use a hand counting gesture.
9. The scorekeeper should time the rapid fire 60 and 30-second time periods using a clock, timer, or stop watch.
10. Keep score on a white board in your room. If there is a disagreement about scoring, this is the easiest way to catch it immediately. Readers, please write the school name (identifying letters) beside each question answered correctly and tell the teams "Correct" or "Incorrect" (or Yes/No in lightning round) after each response.
11. Before the first game:
 - a. Offer pencils and scratch paper.
 - b. Make sure you have all the questions for that game.
 - c. Review the rules before each round of game 1. The rules are printed on the questions for game 1.
12. If a team from your own school comes into your room and you don't feel comfortable being a room official, trade with someone from a nearby room for that round.
13. Coaches may keep a copy of the questions. If one is not available in your room, please ask for a set.

Thanks for working at our Quiz Bowl!!!