



THE GEORGIA HELEN RUFFIN READING BOWL VOLUNTEER TRAINING/JOB DESCRIPTIONS

SCOREKEEPER

1. Record the names of each school at the top of score paper and on the official Helen Ruffin Reading Bowl Coach's Score Verification Form.
2. Keep scores on score paper. 10 points for correct answer; 0 points for no answer
3. Tally and record total score at end of each round on official Helen Ruffin Reading Bowl coach's score verification form and have each coach sign at the bottom.
4. Submit scores electronically on HRRB Electronic Score Form to the Scoring room.
5. Open your door to signal the runner to pick up both your signed coach's score verification form and the large score sheet. Staple them together.
6. Wait outside the door until signal to switch. Open the door and allow everyone to leave the room.

TIMEKEEPER/CONSOLE JUDGE

1. Operate console for Quiz Pro/ Quizmatic.
2. Test the buzzers at the beginning of each round.
3. Call "Stop" if a player buzzes in before moderator completely reads a question.
4. Call "We have a challenge" if a player raises his/her hand.
5. Identify team and number of player who buzzes in first.
6. Use stopwatch or phone to begin a count of 10 seconds as soon as team member is recognized.
7. Use stopwatch or phone to begin time after each question is asked if no one buzzes in.
8. Call time at the end of 10 seconds if no one buzzes in.
9. Call time at the end of 10 seconds if no answer is given.
10. Prepare Quiz Pro for next question by pressing the reset button. Signal moderator when ready for the next question.

MODERATOR

1. Using a DCSD device, open Chrome and go to the competition day schedule at (link). Add a new tab for each of the following links: Questions, Challenge Room, Scoring Room and Scoring Form. (Note: Four tabs should be open in your browser.)
2. Make sure that you have the questions for the correct level (elementary, middle, or high school).
3. Wait until everyone is in the room and seated to begin the round. (Volunteers, Coaches and team members)
4. Welcome both teams to Round _____ of the Helen Ruffin Reading Bowl.**
5. Introduce the moderator, console judge, timekeeper and scorekeeper.
6. Remind everyone to turn off cell phones or set ringer to vibrate. Instruct volunteers and active participants that they should refrain from eating and drinking during each round.
7. Read the competition rules in Round One and, if needed, repeat in subsequent rounds.
8. Ask the console judge to check equipment in each round.
9. Ask if there are any questions from the team members, or coaches.
10. Announce the beginning of each round like "We are ready to begin Round _____.
11. Announce the completion of the round
12. If the round ends in a tie, do not ask a tie-breaker question. If needed, there will be a tie-breaker round at the end of the competition.

COACHES

1. Stay with your team.
2. Address your questions and concerns only to the moderator before or after the round.
3. You are not to challenge the decision of the moderator during the round.
4. Remind team alternates there will be no talking during a round. The opposing team will automatically receive 10 points if an infraction occurs.