

MINNESOTA SERVICE COOPERATIVES
ELEMENTARY
KNOWLEDGE BOWL™



2011
COACHES' HANDBOOK

NORTHEAST SERVICE COOPERATIVE
5525 EMERALD AVENUE
MT. IRON, MN 55768

The following pages include rules, policies, suggestions and materials to be used in local, invitational and regional Knowledge Bowl™ competitions.

For further information or assistance, please contact your Regional Service Cooperative Coordinator listed below:

MINNESOTA SERVICE COOPERATIVES STATE KNOWLEDGE BOWL™ COORDINATORS

Region 1 & 2 – Northwest

Mary Morken
114 West First Street
Thief River Falls, MN 56701
(218) 681-8005 / (800) 562-4053
FAX: 218-681-2028

Region 3 – Northeast

Kijo Pulford
5525 Emerald Avenue
Mt. Iron, MN 55768
(218) 741-0750
FAX: 218-741-1719

Region 4 – West Central

Susan Ward
1001 East Mount Faith
Fergus Falls, MN 56537
(218) 739-3273 / (800) 739-3273
FAX: 218-739-2459

Region 5 – North Central

Carol Jackson
1100 5th Street NE, Suite 1
Staples, MN 56479
(218) 894-1930 / (800) 569-1307
FAX: 218-894-3045

Region 6 & 8 – Southwest/West Central

Sue Gorecki
Box 1087
Marshall, MN 56258
(507) 537-6800
FAX: 507-537-7327

Region 7 – Central

Sandra Cordie
Box 1576, 4150 Second St. So.
St. Cloud, MN 56302
(320) 255-3236
FAX: 320-255-2998

Region 9 – South Central

Nancy Meixl
1610 Commerce Drive
North Mankato, MN 56003
(507) 389-1425
FAX: 507-389-1772

Region 10 – Southeast

Kirsten Kuehl
210 Woodlake Drive
Rochester, MN 55904
(507) 288-1282
FAX: 507-288-7663

Region 11 – Metropolitan

Gina Jacobson
3499 Lexington Avenue No.
St. Paul, MN 55126
(612) 706-0801
FAX: 612-706-0811

GENERAL INFORMATION

Minnesota Service Cooperatives' Knowledge Bowl™ competitions are interdisciplinary academic contests designed for students grades 7-12. During a contest, teams of students compete in written and oral rounds by answering questions related to all areas of learning typical of grade level appropriate educational programs. Questions test students' recall, problem solving and critical thinking skills.

Introduced to Minnesota on the Senior High level in 1979, KB participation has grown to include over 800 teams representing over 265 schools from around the state. The Junior High, Junior Varsity and Elementary program is run on a regional rather than a state level, with each region determining the specific format for their area. In 2000, the Northeast Service Cooperative held Elementary Knowledge Bowl™ (grades 5 and 6) for the first time and had 12 teams participate in 3 meets. In 2010, 39 teams participated! The Elementary Knowledge Bowl™ is run similar to the Junior High and Junior Varsity programs, and its growth has been just as rapid.

TEAM COMPOSITION

An Elementary Knowledge Bowl™ team consists of up to six (6) members for both written and oral rounds. A member of each team is chosen as spokesperson. This person should, if possible, give the answer for all questions. At all competition levels, this spokesperson will be required to state the answer, but other team members can feed the answers to the spokesperson, or the team can quietly and quickly discuss the answer. The spokesperson may only designate an alternate team member to answer the question if a problem arises with pronunciation of certain words or terms.

Selecting a team for competition can be conducted in various ways and some suggestions are provided:

- * student sign-up
- * team try-outs
- * teacher or other student recommendations
- * using the Evaluator Computer Program
- * using the results of a written exam, team members chosen based on score

These are only a few suggestions for team selection, there are many more. Identification of individual teams is left up to the school.

QUESTIONS

The questions have been developed in fifteen curriculum areas proportionate to the relative emphasis each area receives in secondary curriculum. The questions have been randomized so that within each round, there will not be a string of items from a particular curriculum area. Questions test students' recall, problem solving, and critical thinking skills.

Depending on the level of competition, the questions used in the competitions relate to the following curriculum areas including:

National & World Affairs	Government
American History	Health & Psychology
Art & Music	Literature
Biology	Math
Current Events	Miscellaneous & Minnesota History
Earth Science	Physical Science
Economics & Law	World History
English	World Languages
Geography	

There are written and oral questions during the course of the competition. The format includes one written round and, depending on the level of competition, three, four or five oral rounds. Alternate oral questions are included at the end of each round for use at the discretion of the reader and/or judge.

Fifteen tie-breaker questions will be provided.

WRITTEN ROUND

Each Elementary KNOWLEDGE BOWL™ competition consists of one round of multiple choice written questions with a time limit of fifty (50) minutes. One point is awarded for each correctly answered question; points are not deducted for incorrect answers. This written round score is combined with oral round scores to determine team placement with a power ranked meet.

During the written round of competition, the team members work together to answer the questions with answers placed on a standard form. This round allows students to work cooperatively and assesses what they do well when speed is less critical.

ORAL ROUNDS

In an oral round, forty-five (45) questions are asked. The reader asks the question orally and the teams press down on a pressure sensitive tape attached to a Pocket Box scoring equipment when they think they can answer the question. After buzzing in, team members discuss their answer with one another before providing the judge with an answer. Scratch paper is available at all times for the teams' use. The appointed spokesperson may ONLY be designated prior to expiration of time. Points are awarded for correctly answered questions.

COMPETITION STRUCTURE

Teams compete in multiples of three (3), partly due to the judging devices which permit three teams on the scoring equipment, and also due to the fact that a group of twelve to fifteen students (depending on the level of competition) will nearly always turn up a correct answer.

Each room is set up with tables for three teams facing the judging table. The judging table seats the reader, judge and scoring operator, as well as holds the scoring equipment.

The seating arrangement allows each team member access to the pressure sensitive strip, which runs down the center of the team table, as well as consultation with other team members, all while facing the reader, judge and scoring operator.

The scoring operator is seated in front of the scoring equipment, either to the right or left of the reader and judge. The judge is located between the scoring operator and the reader for ease of score verification. The reader is either seated or standing on the right or left end of the judging table.

The only items allowed on a team table are the pressure sensitive strips, team members' pencils and the scratch paper provided by the site hosts (no books, purses or mascots may be on the table). Scratch paper should be discarded by team members between rounds.

CAUTION: Any audience in the room (coaches, other team members, parents, friends, etc) is required to remain absolutely silent. No oral, non-verbal or written communication with competing teams is permitted. Any infraction will lead to the expulsion of all audience, and may lead to the disqualification of a team. No one but a competing team member may dispute a question or answer with the reader or judge.

Elementary teams consist of six members. Coaches may substitute team members prior to the start of any round.

Competition starts with the written round. This allows the readers and judges time to go over the oral round questions and the scoring operators to set up the equipment.

Team coaches serve as readers and judges during all levels of competition. Students familiar with the scoring equipment are encouraged to serve as scoring operators.

As representatives of their schools, Knowledge Bowl™ competition participants are to remove caps/hats for the competitions and should be careful not to wear clothes with offensive symbols/words.

MINNESOTA SERVICE COOPERATIVE KNOWLEDGE BOWL™ POWER RANKING / RANDOM DRAW FORMATS

Power Ranking Procedure

Power Ranking is used at most meets and regional events statewide and is used at the state event in Senior High Knowledge Bowl™. It is intended to permit students to compete against teams of like ability, thus maximizing the benefit for all participants.

Teams are ranked and placed in competition rooms according to these rankings (teams 1-3 in the first room, teams 4-6 in the second room, etc.). Cumulative scores are ranked after each oral round, with the teams shifting rooms in accordance with their rank. For our region, all KB meets will be power ranked.

Tie Breaker Rounds

- 1) If a tie exists following the written round at the regional event, ten questions within the written round will be used to break this tie. The regional coordinator will pre-select the ten items to represent a balance of curricular areas. Prior to the regional event, written round ties may be left in place, be broken by use of alphabetic order by school name, by a coin toss or drawn numbers.
- 2) If a tie exists after any oral round, room assignments will be determined by the previous round's score/rank.
- 3) At the regional level, if a tie exists between third and fourth place, a fifteen question tie breaker will be used.

Random Draw Procedure

Random draw is used in some pre-regional competition in the Knowledge Bowl™ program, and frequently in the Elementary/Junior High/Junior Varsity competitions statewide. It is intended to allow students to meet as many other teams as is possible during a meet, since teams are not intended to be in the same competition room more than once.

Teams are assigned (by random draw number chosen at the beginning of the meet or pre-drawn by the host) to competition rooms for the oral rounds. Teams follow their drawn number to the assigned competition rooms throughout the meet.

There are advantages and disadvantages to each system. Each region's coaches should deliberate and decide which system is most appropriate for that region. A combination of the two systems is also possible by implementing the random draw procedure for the first or first and second oral round, then switching to power ranking for the last oral round(s).

SCHEDULE OF EVENTS

Each Service Cooperative region conducts a meeting for its team coaches in the fall. The purpose of this meeting is to plan and prepare for the upcoming season. Decisions affecting the schedule and procedures for the local competitions are regional, however, consideration must be given to the number of pristine question sets available.

Northeast Service Cooperative Season Guidelines

MEETS

The Northeast Service Cooperative will hold six Elementary Knowledge Bowl™ meets and one tournament during the season, with teams attending three of the six meets. All meets will be held at the Northeast Service Cooperative building. The top teams of the season will advance to the tournament.

Elementary teams consisting of 5th - 6th grade members will compete at meets held in October and November. Please see the KB Competition Schedule of Dates for meets, which is available on the NESCS website at www.nesc.k12.mn.us

Registrations are due by Wednesday, September 21, 2011. Registering teams will need to provide a Pocket Box operator, scorekeeper and reader when requested.

THERE IS NO STATE LEVEL COMPETITION AVAILABLE TO PARTICIPANTS IN ELEMENTARY KNOWLEDGE BOWL™. However, we will again host a region tournament for the top teams, which depends on the total number of teams registering.

The Elementary tournament will be November 17, 2011.

AWARDS

Ribbons of participation will be given to all participants who competed during the season.

Individual medals will be given to the teams placing first, second, and third place at the region tournament.

Ribbons (maximum six per team) will be given to team members placing first, second, and third at each meet.

HOW TO HOST A KNOWLEDGE BOWL™ INVITATIONAL

1. Determine the size of your invitational based on the number of rooms available to you: One large room (library or cafeteria) may be used for the written round (6 students per team participate). One competition room for every three teams (ie 30 teams = 10 rooms). One room for Judges/Readers question session and for scoring the written test. Cost for space and time requirements for usage may also be a consideration.
2. Invitational may include lunch. Possibilities: food service/use of cafeteria facilities; cater in pizza or subs; auxiliary or Academic Activities Parents Club prepare and serve barbecues, etc. Also arrange for morning snacks for students and/or workers. (You can provide for all students or sell candy and pop to help off-set cost of invitational). Determine costs (make sure to charge enough to cover all costs) per student and adult.
3. Prepare the invitational letter. Include food costs and menu, schedule (45 minutes per oral round, 50 minutes for the written round), map to location if necessary, request for each school to bring a complete working set of equipment and one worker per team, RSVP form for meal count and payment, number of teams per school (names optional) and name of workers with preferred assignment. (While the latter may not need to be that specific, the need for the correct number of workers – especially Judges and Readers – is the most important component of the invitational).
4. Determine assignment of scoring equipment and workers to competition rooms. Also, will Judges and Readers stay in one room or will they rotate, and how? Identify individuals or plans to compensate if there are not enough workers – your team members' parents, who might also help score written tests, have Judge also read, pull students to run scoring on a rotating basis for a room. Set the room rotation for the correct number of teams, then prepare random draw numbers. Provide schedule for teams, coach, and to post outside each competition room.
5. Prepare for competition. Have lots of pencils, a pencil sharpener and scratch paper available. Run one copy of the written test and answer sheet per team (have a couple to spare in case of emergency). Prepare 3-5 answer keys to be used by checkers. Copy one set of oral round questions (on different colored paper for each round) for both the Judge and Reader (or think of it as 2 sets per round per competition room). Copy 1 score sheet per round per room (coordinate with color of oral round # in question set). Set competition rooms with 3 tables perpendicular to the Computer/Judge/Reader table. Set 5 chairs at each of the 3 team tables and 3 at the head table. Put up signs marking each competition room and "command central". If lunch tickets will be sold, train the individual who will be selling, stock a cash box and have tickets ready. (It is best to be able to prepare 1 envelope/school with the number of requested tickets inside and the total cost written on the outside).
6. If using computer to keep score, review the scoring disk and procedure. Enter teams by school, also on the large scoreboard that will be displayed between rounds. During the questions session, enlist at least one person to help record scores both on the computer and the scoreboard. Post the random draw room assignments in the written test room.

DAY OF THE EVENT

1. Register teams, provide teams with schedules, and sell tickets (if having lunch), direct scoring operators to the correct rooms and have students set up (tape down strips, check that program and strips work). Direct teams to written test room(s). Send Judges and Readers to “command central”.
2. A few minutes before the start of the written competition, meet with students to review the rules and procedures (no hats, disruptive behavior) including the schedule and lunch arrangements, as well as what to do with coats, coolers, etc. Hand out written round packets (one per team), announce the start of time and that a “five minutes left” announcement will be made. Let students know what to do with their test and answer sheet when they are finished.
3. Conduct, or have someone else conduct, the question review session. (Question sets will hopefully have been proofed and marked, but quickly go through each round for clarity, pronunciation and as a final proofreading). Go over rules with workers, stressing that Readers stop immediately upon a team buzzing in, and that in case of a disputed or uncertain answer, go to an alternate question. Make sure the workers know where to bring score sheets after each round (also clarify Sportsmanship Award procedure, if any). Answer keys and pens should be available to the checkers.
4. Make sure the scorekeeper is set and that scores are displayed after each round. At the end of the day, check results and present awards and Sportsmanship Award, if any. Have team members assist in clean-up and break-down of equipment.

MINNESOTA

SERVICE COOPERATIVES' KNOWLEDGE BOWL™ CODE OF CONDUCT

PARTICIPANT STATEMENT

- ♦ **As a student participating in the Minnesota Service Cooperatives' KNOWLEDGE BOWL™ competition, I understand and accept the following responsibilities when participating in all events:**
 - √ **I will respect the rights and beliefs of others and will treat others with courtesy and consideration.**
 - √ **I will be fully responsible for my actions and the consequences of those actions.**
 - √ **I will respect the property of others.**
 - √ **I will respect and obey the rules of my school, the host site and the laws of my community, state and country.**
 - √ **I will abide by the rules of the event.**
 - √ **I will show respect for and abide by the decisions of the competition officials and host site personnel.**

- ♦ **By signing this, we acknowledge that we have read and agree to the above statements.**

- ♦ **We understand that failure to adhere to this Code of Conduct may result in the disqualification of the student and/or the team from further participation in any event.**

Student's Signature

Grade

Date

Parent/Guardian's Signature

Date

School

**MINNESOTA
SERVICE COOPERATIVES' KNOWLEDGE BOWL™
CODE OF CONDUCT**

COACH'S STATEMENT

- ♦ **I understand that our school district must adhere to all of the rules and regulations that pertain to the Minnesota Service Cooperatives' KNOWLEDGE BOWL™ competition and that district policy will govern questions regarding student participation.**

- ♦ **As an advisor participating in Minnesota Service Cooperatives' KNOWLEDGE BOWL™ competition, I understand and accept the following responsibilities in participating in all events:**
 - √ **I will respect the rights and beliefs of others and will treat others with courtesy and consideration and will take all reasonable precautions to make sure that my students do the same.**
 - √ **I will be fully responsible for my actions and the consequences of those actions and will take all reasonable precautions to make sure that my students do the same.**
 - √ **I will respect the property of others and will take all reasonable precautions to make sure that my students do the same.**
 - √ **I will respect and obey the rules of my school, the host site and the laws of my community, state and country, and will take all reasonable precautions to make sure that my students do the same.**
 - √ **I will abide by the rules of the event and will take all reasonable precautions to make sure that my students do the same.**
 - √ **I will show respect for and abide by the decisions of the competition officials and host site personnel and will take all reasonable precautions to make sure that my students do the same.**

- ♦ **By signing this, I acknowledge that I have read and agree with the above statements.**

- ♦ **I understand that failure to adhere to this Code of Conduct may result in the disqualification of a student and/or the team from further participation in any event.**

I have read the rules and have made sure my teams know them. I acknowledge that failure to follow the rules will result in a score of zero for that round, unless the consequence is already addressed in the rules (ex. deferring after the buzzer=incorrect answer). In the case of an oral round, the team will also be disqualified for the rest of that oral round.

Coach's Signature

Grade Level

Date

School

**MINNESOTA
SERVICE COOPERATIVES' KNOWLEDGE BOWL™**

EQUIPMENT AND SOFTWARE

(prices are subject to change – visit lcsc.org for the updated prices)

Program Disc (CD only): \$

Connector Box: \$

Strip: \$45.00 each

or

\$125.00 for a set of 3

Full Set: \$340.00

(disc, box, 3 strips and instructions)

Shipping: \$3.00 / set

NEW - KB Pocket Box: \$265

(no program or computer needed, uses strips)

Prices listed are for Service Cooperative Members only. Non-member pricing is also available.
For more information or to place an order or to check on current prices, please contact:

Lakes Country Service Cooperative
1001 East Mt. Faith
Fergus Falls, MN 56537
FAX: 218-739-2459
lcsc.org/kb_equipment.html

A purchase order must accompany your order.

There's also a KB equipment "HELP" page at www.lcsc.org/kbhelp.html

KNOWLEDGE BOWL™ RULES

JUDGE

The Judge is in charge of coordinating the round as follows:

1. While teams are filling out their written round, judges review oral questions. If any reader or judge disputes a question and/or answer, correct it or eliminate it and agree on which alternate question to use. All readers must use the same oral questions.
2. Identify yourself to the reader and scoring operator.
3. Check teams in and identify team spokespersons. Coordinate this with the scoring operator who operates the scoring equipment. It may be beneficial to sit between the scoring operator and reader in order to give assistance to both.
4. The reader will wait five minutes for a tardy team and/or team member at the start of any oral round. If the team and/or team member is not seated at the competition table during that five minute period, the team and/or team members will not be allowed into the competition room until the score check following questions 15 or 30. (If the tardiness is caused by a delay in other competition rooms, the reader/judge will wait to begin the competition without penalty to the team.)
5. One of your main duties will be to keep order in the room and ask for “quiet” when unnecessary noise erupts from either teams or audience. The judge has control of consequences for unsportsmanlike behavior by team members or audience. **Suggested guidelines: first time – official verbal warning; second time – team member is asked to leave the competition room and is disqualified from participation in the competition. In all cases, the competition coordinator is notified as well as team coaches of affected students.**
6. As a question is read, the judge should read silently along confirming the correct reading of the question. The judge should stop the reading of a question if the reader reads it in such a way that it is substantially altered. A question read incorrectly should be discarded and an alternate used. **The question officially starts as soon as the reader begins to pronounce the question number. Any teams eliminated from a question due to an incorrect answer, will be excluded from alternate questions used due to procedural problems, on that same question.**
7. A dispute on a question or an answer can only be raised by competing team members through their team spokesperson or their designee and must be done at the time it occurs before the next question is read.

If discussion on a disputed question or answer continues longer than two (2) minutes, it is suggested that the question be discarded and an alternate question selected.

DISPUTES MUST BE SETTLED IN THE COMPETITION ROOM AS THEY OCCUR IN A TIMELY MANNER. THE JUDGE HAS THE FINAL SAY.
8. If there is a disagreement about an answer, the reader and judge should confer as to whether the answer is acceptable. The judge has the final say.
9. Make sure rules are followed as to the reading of questions and operation of equipment.

KNOWLEDGE BOWL™ RULES

JUDGE *continued...*

10. During sub-regional, regional, and state competitions, the judge will be required to keep written scores. This will be a double check or in case of unexpected power failure, etc. If there are any discrepancies, this will be used as the official score. Sample score sheets, included in the appendix, may be copied for competition use.
11. Conduct score checks only after questions 15, 30 and 45 to verify scores with the scoring operator and take the final scores to the tabulator, registration table, or otherwise as instructed by the competition coordinator.
12. In the event that a regional or state competition ends in a tie, a reserve set of 15 questions will be available for a tie-breaking round.
13. The spokesperson on a team is expected to give the answer. The alternate spokesperson must be designated prior to the expiration of time, by saying “I defer to...” (can point to other member or say their name) or use similar language.
14. A team may respond with one piece of relevant information in addition to the answer, which is related to that specific question. Samples might include: author and text, number of degrees in larger angle and smaller angle in a math problem. If more than one piece of relevant and related information is given, or the reader or judge doesn't know if that second piece of information is correct, the answer will be rejected with a statement of **“incorrect answer”**. Any information contained in the question is not considered extra information. The articles that begin titles (“a”, “an”, “the”) can be excluded from consideration as part of the answer. Information that is printed in the question (read or unread) is not necessary in the answer, but may be included without penalty.

EMPHASIZE SPORTSMANSHIP

KNOWLEDGE BOWL™ RULES

READER

Rules that the reader must follow are below:

1. While teams are filling out their written round, readers review oral questions. If any reader or judge disputes a question and/or answer, correct it or eliminate it and agree on which alternate question to use. All readers must use the same oral questions.
2. In case of any discrepancies during an oral round, alternate questions are included at the end of each oral round's questions set. The reader and the judge may use them as they see fit. If there is a disagreement about an answer, the judge has the final say.
3. Identify yourself to the judge and the scoring operator.
4. The reader will wait five minutes for a tardy team and/or team member at the start of any oral round. If the team and/or team member is not seated at the competition table during that five minute period, the team and/or team member will not be allowed into the competition room until the score check following questions 15 or 30. (If the tardiness is caused by a delay in other competition rooms, the reader/judge will wait to begin the competition without penalty to the team.)
5. Call out each question number you are reading. **The question officially starts as soon as the reader begins to pronounce the question number.** Read the questions clearly and loudly. **WHEN A TEAM REGISTERS IN ON THE SCORING EQUIPMENT, STOP READING THE QUESTION AT THAT POINT!** (NOTE...A beep will be heard when the team registers in.) The scoring operator will assist the reader by calling out only the first registered team to answer.
6. The scoring equipment beeps when the team's time is up. The reader indicates that the team's time is up by saying "**Answer ...**". The team should respond immediately. If the team does not respond immediately, the reader says, "**No answer**", and the scoring operator calls out the second team that registered in. Once the question is read in its entirety and so noted by the reader to the teams, the teams have 3 seconds to buzz in. If the wrong answer is given by a team, the other teams who have not buzzed in have 3 seconds to buzz in or the reader will move on to the next question.
7. Questions may be read in their entirety **if** no other team has registered in. For example, if the first team registered in fails to answer the question which has **NOT** been read in its entirety and no other teams have registered in, the remaining two teams have the option of having the question **read** in its entirety. The reader will automatically reread the question, starting at the beginning.

QUESTIONS MAY BE READ IN THEIR ENTIRETY ONE TIME ONLY

8. It is suggested that the reader state "**correct**", "**incorrect**" after each answer is given. **If two answers are given and one is incorrect, the reader says "incorrect"**.
9. If any question and/or discrepancy arises, confer with the judge as to whether the answer is acceptable. If there is no judge available, your decision is final. A dispute on a question or an answer can only be raised by competing team members through their team spokesperson or their designee and must be done at the time it occurs **before** the next question is read. Disputes must be settled in the competition room as they occur. The judge has the final say.

KNOWLEDGE BOWL™ RULES

READER *continued...*

10. As a question is read, the judge should read silently along confirming the correct reading of the question. The judge should stop the reading of a question if the reader reads it in such a way that it is substantially altered. A question read incorrectly should be discarded and an alternate used. **Any teams eliminated from a question due to an incorrect answer, will be excluded from alternate questions used due to procedural problems, on that same question.**
11. If a question has a fill-in-the-blank answer in the middle, the reader will say the word “blank” for that space. If the answer completes the sentence, the reader will simply stop reading, and not use the word “blank”. For example, “The Eiffel Tower is in “blank”, France” or “The Eiffel Tower is in Paris, ...”
12. Do not give verbal or nonverbal clues for more information in a situation where a team gives an incomplete answer. Verbal or nonverbal clues include the use of the words “be more specific, please”, pregnant pauses, or gestures. Answers will be evaluated in their original forms.
13. The spokesperson on a team is expected to give the answer. The alternate spokesperson must be designated prior to the expiration time by saying “I defer to ...” (can point to other member or say their name) or use similar language.
14. A team may respond with one piece of relevant information in addition to the answer, which is related to that specific question. Samples might include: author and text, number of degrees in larger angle and smaller angle in a math problem. If more than one piece of relevant and related information is given or if the reader or judge doesn’t know if the second piece of information is correct, the answer will be rejected with a statement of “**incorrect answer**”. Any information contained in the question is not considered extra information. The articles that begin titles (“a”, “an”, “the”) can be excluded from consideration as part of the answer. Information that is printed in the question (read or unread) is not necessary in the answer, but may be included without penalty.
15. When you come to a math question where teams may need pencil and paper to arrive at an answer, please announce “pencil and paper needed” *before* you read the question. Please identify these questions during the review prior to the oral rounds.
16. If you come to a word which may have a questionable pronunciation, please spell the word.
17. The judge has control of consequences for unsportsmanlike behavior by team members or audience. **Suggested guidelines: first time – official verbal warning; second time – team member is asked to leave the competition room and is disqualified from participation in the competition. In all cases, the competition coordinator is notified as well as team coaches of affected students.**
18. Score checks will only be done following questions 15, 30, and 45.

EMPHASIZE SPORTSMANSHIP

KNOWLEDGE BOWL™ RULES

SCORING OPERATOR

The scoring operator should be familiar with operating the Knowledge Bowl™ equipment. The rules for the scoring operator are as follows:

1. Identify yourself to the reader and judge.
2. Ask each team to buzz in for a test run. Coordinate this with the judge.
3. When a team registers in, the reader stops reading the question at that point. The scoring operator immediately calls out only the team that registered in first by saying the team's name/letter.
4. The scoring equipment beeps when the team's time is up. The reader indicates that the team's time is up by saying "**Answer ...**". The team should respond immediately. If the team does not respond immediately, the reader says, "**No answer**", and the scoring operator calls out the second team that registered in.
5. If the first team does not answer or answers incorrectly, call out the second or third team that has registered in. If the second or third team has not registered in, the reader will automatically read the question again, if it has not already been read in its entirety. Once the question is read in its entirety, and so noted by the reader to the teams, the teams have 3 seconds to buzz in. If the wrong answer is given by a team, the other teams who have not buzzed in have 3 seconds to buzz in or the reader will move on to the next question. .
6. Teams must not answer until the scoring operator and reader call on them to answer! No team may answer without having registered in on the scoring equipment!
7. The team spokesperson should answer all questions unless they designate an alternate spokesperson prior to expiration of time.
8. If there are any discrepancies, team spokespersons may discuss them with the judge and reader.
9. After questions 15 and 30, give the team scores to the group. Score checks will only be done at these times.
10. At the end of the round, verify the final scores with the judge and announce the final scores to the teams.

KNOWLEDGE BOWL™ RULES

TEAM MEMBERS

1. Student participants are recognized as representatives of their school districts and their communities. We celebrate your sportsmanship and appreciate your cooperation.
2. Elementary teams consist of up to six members for both written and oral rounds. Team members may be substituted between rounds. Alternates must stay in for the entire round.
3. Identify a team spokesperson. The spokesperson on a team is expected to give the answer. The alternate spokesperson must be designated prior to the expiration of time by saying “I defer to ...” (can point to other member or say their name) or use similar language. When answering a question, speak as clearly and loudly as you can.
4. The reader will wait five minutes for a tardy team and/or team member at the start of any oral round. If the team and/or team member is not seated at the competition table during that five minute period, the team and/or team members will not be allowed into the competition room until the score check following questions 15 or 30. If the tardiness is caused by a delay in other competition rooms, the reader/judge will wait to begin the competition without penalty to the team.)
5. The reader will call out the question number and read the question to the three teams. **The question officially starts as soon as the reader begins to pronounce the question number.** If the team chooses to answer, a team member touches the pressure sensitive strip to register in on the scoring equipment. When a team registers in on the scoring equipment, the reader stops reading the question at that point. The scoring operator will call out only the first team to register.
6. The reader indicates when the team’s discussion time is up by saying “**Answer ...**”. You must give your answer within 3 seconds. If the team does not respond immediately, the reader says, “No answer”, and the scoring operator calls out the next team that registered in. Once the question is read in its entirety, and so noted by the reader to the teams, the teams have 3 seconds to buzz in. If the wrong answer is given by a team, the other teams who have not buzzed in have 3 seconds to buzz in or the reader will move on to the next question.
7. No team may answer without having registered in on the scoring equipment.
8. Questions may be **read** in their entirety **if** no other team has registered in. For example, if the first team registered in fails to answer the question which has **NOT** been read in its entirety and no other teams have registered in, the reader will automatically read the question again, in its entirety, starting at the beginning. **Any teams eliminated from a question due to an incorrect answer, will be excluded from alternate questions used due to procedural problems, on that same question.**

QUESTIONS MAY BE READ IN THEIR ENTIRETY ONE TIME ONLY

9. The spokesperson is the only person who may request a clarification on disputed questions and this can only be done at the time it occurs and before the next question is read. Should a disagreement about an answer occur, the judge has the final say. Coaches are observers.

ALL ROOM DECISIONS ARE FINAL.

10. The judge has control of consequences for unsportsmanlike behavior by team members or audience. **Suggested guidelines: first time – official verbal warning; second time – team member is asked to leave the competition room and is disqualified from participation in the competition. In all cases, the competition coordinator is notified as well as team coaches of affected students.**
11. The articles that begin titles (“a”, “an”, “the”) can be excluded from consideration as part of the answer.

**MINNESOTA SERVICE COOPERATIVES
ELEMENTARY KNOWLEDGE BOWL™
DISTRICT PARTICIPATION DATA**

TO COACH: *We are requesting your assistance in a statewide data collection effort. This data will be utilized to develop and maintain on-going support for Elementary Knowledge Bowl™ as well as for annual completion reports required by potential sponsoring organizations. Thank you for contributing a few moments of your time to provide us with information regarding student involvement in your district or school building.*

DISTRICT or SCHOOL NAME: _____

COACH: _____ PHONE: _____

There are several ways in which students may be involved in the Elementary KB process – examples might be:

- ♦ *as a part of the curriculum*
- ♦ *as part of a practice team*
- ♦ *participation in inter-school competition*

*Without regard for the **type** of participation, please provide the following information:*

Total # of students involved in Elementary KB: _____

(This includes: _____ students of color and _____ special needs students)

By grade level: 4 = _____ (_____ male / _____ female)

5 = _____ (_____ male / _____ female)

6 = _____ (_____ male / _____ female)

**PLEASE RETURN THIS INFORMATION BY THE END OF THE SEASON TO YOUR
SERVICE COOPERATIVE ACADEMIC COORDINATOR:**

**KIJO PULFORD
NORTHEAST SERVICE COOPERATIVE
5525 EMERALD AVENUE
MT. IRON MN 55768
kpulford@nesc.k12.mn.us**