

## **A Guide to Being a Moderator for the National History Bee and Bowl**

Thank you very much for agreeing to be a moderator at today's National History Bee and Bowl event. Just like any other competitive activity, if there were no officials, the competition could not function. If you have any questions that are not covered in this material, please ask the Tournament Director. We hope that reading at this event is as rewarding an experience for you as it is for the players in your room.

### **Pre-tournament**

Please check in with the registration desk. The staff member registering teams will also be registering moderators and will direct you as to when and where the pre-tournament meeting for moderators will be. If the staff member forgets to do this, please ask. Even if you are familiar with other forms of academic competition, take a copy of the rules sheet and review it. No two competitions are exactly the same.

During the pre-tournament meeting, your room assignment will be given. Please make a note of this. You will, in all likelihood, read in that particular room for the duration of the day's events. If you need to change rooms, this will probably happen between the Bowl and Bee phases of the day. As always, if you have questions, please see the Tournament Director or his/her designate.

If you have been assigned a scorekeeper, you will probably meet him or her at the pre-tournament meeting. Please take a moment and greet that person, who will probably be a student, and remind that person of the room assigned that you will work as a team.

### **Pre-match**

IT IS IMPERATIVE that you read the correct round for each pair of teams in your room. Reading the wrong packet can cause serious delays in the tournament for all teams.

Make sure that you have a buzzer system in your room, scoresheets, and writing utensils to keep score (or to allow your scorekeeper to keep score).

If the tournament host has water for you, get some. Staying hydrated will help when putting your voice through the exercise it will get today. If not, find the nearest drinking fountain.

If there are any announcements that need to be communicated to teams (i.e. when lunch ends, where to report for playoff pairings), do that now.

### **During the match**

Before reading the first question, conduct a buzzer check and have the players introduce themselves. Make sure that you are reading the right round to the right teams. Ask if everyone who wants to watch the match is in the room; close the door once everyone is there.

Be confident, but try not to be overbearing. Know that the tournament staff is there to support you, especially if there are protests.

Read at a pace that is comfortable for you and the teams, but try to finish rounds within 30 minutes if possible. Teams will generally let you know if you need to speed up or slow down. In the 60 second round, do your best to read at the same pace to both teams.

Indicate, in some fashion, whether or not a team has answered correctly verbally rather than with a head shake/nod or thumbs up/down. Keep banter between teammates to a minimum. Keep editorial comments about the questions to yourself.

### **Post-match**

If any teams wish to protest, they must fill out the protest form now. **Timing decisions are not protestable.** Generally, judgment calls are not protestable, but if a team feels aggrieved, encourage them to fill out a form, and the Tournament Director will be the one to deliver the decision. Teams must stay in the room until the protest is resolved.

Ask your scorekeeper, if you have one, to announce the final score. If the scoresheet requires captain's signatures, get them.

Clear the desks of any used scrap paper or other items not needed for the next round. If your next round is the last round in your room, ask the Tournament Director or his/her designate whether the room needs to be broken down. If there are no more rounds, follow the instructions you were given.

If you need to leave, *particularly* if you need to leave before the end of the preliminary rounds, please check in with the Tournament Director to make sure that your room will be assigned a new moderator or games switched to another room.

If necessary, check with the Tournament Director to see if you might be needed for playoff rounds.

### **Post-tournament**

If necessary, break down your room and pack things away. Bear in mind that the buzzer system is, most likely, either the property of a competing team or the NHBB itself.

Finally, relax!

Once again, we thank you for your essential role in making today's event a great experience for the competing teams and players.