1. Introductions
   • Introduce officials
   • Ask students to introduce themselves and test the buzzer system.
   • Ask coaches, then alternates, to come to front of room, shake hands, introduce themselves, and sit in the back of the room.

2. Rules
   • Read the “Important Rules” at the start of each game and before the Team Challenge Question segment (located in your binder).

3. Reading the Questions
   • Announce whether it’s a toss up, bonus, or team challenge question.
   • For buzzer questions; announce whether multiple choice or short answer, subject category, then read the question.
   • For team challenge questions; announce topic, amount of time and when to begin.

4. Challenges
   • Only players (not audience, coach, or alternate) may challenge a Moderator’s ruling on an answer.
   • The science judge will make a ruling or take the challenge to the Judges’ Appeals room.
   • There are no challenges on Team Challenge Questions.

5. Getting the Answer
   • Moderator: Verbally recognize the individual before she/he responds.
   • Identify student by....
     1. Announcing Team A or Team B and
     2. Announcing participant ID (captain, 1, 2, 3)

6. Who Won?
   • Fill out official score sheet. Ask Captains to initial the score sheet.

Note: At the end of each match the official score sheet, the flipchart tally, & the team challenge questions should be put back in your envelope/packet. The packet should then, immediately, be taken to Ocean Bowl Central by the Runner or official who will be going to Ocean Bowl Central first.