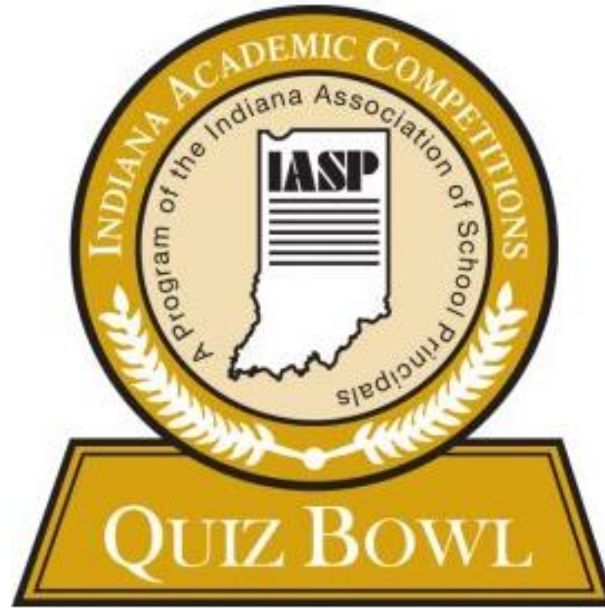


# Indiana Academic Quiz Bowl



## COACHES HANDBOOK 2023

A program of the  
Indiana Association of School Principals



in partnership with



[GO TO TABLE OF CONTENTS](#)

# CONTENTS

<b>CHANGES AND UPDATES FOR 2023</b> .....	3
Updated Dress Code Policy .....	3
Updated Contest Structure .....	3
<b>IASP GENERAL POLICIES</b> .....	3
Extracurricular Expectations: .....	3
Code of Conduct: .....	4
Dress Code:.....	4
Supervision of Teams: .....	4
<b>ENTERING THE CONTEST</b> .....	5
DSP Membership Form / Contest Entry Form.....	5
Eligibility.....	5
Enrollment Classifications.....	5
Expenses.....	5
<b>FORMING A TEAM</b> .....	5
<b>PREPARING FOR THE CONTEST</b> .....	6
Host Site Assignments.....	6
Roster Forms.....	6
<b>GENERAL CONTEST FORMAT</b> .....	6
Scoring .....	7
Time Limits.....	7
Consultation .....	7
Challenges.....	8
Substitutions.....	8
Breaking Ties.....	8
Procedural Committee.....	8
Decorum.....	9
Proctors and Student Assistants.....	9
Differences between IASP and NAQT Rules.....	9
<b>AREA CONTEST FORMAT</b> .....	9
Seeding at Area Competitions .....	10
<b>STATE FINALS QUALIFICATION AND FORMAT</b> .....	10
Seeding at State Finals .....	10
Format at State Finals .....	10

[GO TO TABLE OF CONTENTS](#)

<b>AWARDS</b> .....	10
<b>Area</b> .....	10
<b>State</b> .....	10

## CHANGES AND UPDATES FOR 2023

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### Updated Dress Code Policy

Academic competitions are not forums for personal statements, but rather are gatherings of talented students all with the primary objective of academic excellence. Principals and academic coaches have a shared responsibility to require and enforce standards of apparel deemed acceptable to represent their school and community to a statewide audience. We encourage clothing of a ‘dressed-up’ nature and/or matching team attire to enhance team spirit.

The following are considered unacceptable or inappropriate attire:

- Clothing that is overly revealing or advertises drugs, alcohol, tobacco, or contains explicit, suggestive, and/or offensive language or graphics.
- Shirts or adornment that contain potentially pertinent information to the contest.

IASP reserves the right to disqualify a student or team for unacceptable or inappropriate attire.

### Updated Contest Structure

Matches at both Area and State competitions will have two, **10** question Toss-up (+ Bonus questions) Halves. If teams are tied at the end of the second half, the tiebreaker process will go into effect.

## IASP GENERAL POLICIES

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### Extracurricular Expectations:

The IASP Board of Directors believes that academic competition is an extracurricular activity. Therefore, organized team practices for academic competitions shall not take place during any instructional part of the school day. In addition, special courses should not be designed or implemented for the primary purpose of preparing teams for academic competition.

All building principals are encouraged to review this position statement with academic coordinators and coaches to clarify that all organized team practices occur as an extracurricular activity. However, non-instructional time such as lunch and recess could be used for organized team practices.

It is permissible for students to read and do online research during the school day, as long as there is not any organized practice, and research does not occur during school instructional time.

## Code of Conduct:

The Indiana Association of School Principals (IASP) sponsors various programs that benefit all students in Indiana. One of these programs, Department of Student Programs (DSP), organizes academic competitions for elementary, junior high/middle, and high school students. By the nature of academic competitions, the atmosphere at each competition should be challenging and intense, but sportsmanship, common sense, decency, fairness, and respect should prevail at all times. These virtues should be taught to students by adults, then adhered to by students and coaches at all competition sites.

The majority of coaches and students conduct themselves in an exemplary manner and are commended for displaying positive attitudes and behavior.

The IASP Board of Directors reminds principals of their responsibility to make certain all personnel and students conduct themselves in the proper manner at all school functions. Therefore, the board expects all principals to require coaches and students to display appropriate behavior and sportsmanship at all academic competitions. The board strongly suggests that principals share the DSP Position Statement, Philosophy, Objectives, and Potential Outcomes of the Program with academic coaches and, in turn, the students.

If inappropriate conduct occurs at academic competitions, an explanation will be submitted to the Program Director within 48 hours of the competition. Then, the Program Director will contact the principal with a warning (unless the situation is serious, then step two will be followed immediately). If inappropriate behavior occurs a second time, then the principal and coach(es) will be expected to appear before a panel of IASP Board of Directors members to explain the reason for the continued inappropriate behavior. Depending on circumstances, the school and/or involved parties could be placed on probation or even lose the privilege of participating in further academic competition(s).

## Dress Code:

Academic competitions are not forums for personal statements, but rather are gatherings of talented students all with the primary objective of academic excellence. Principals and academic coaches have a shared responsibility to require and enforce standards of apparel deemed acceptable to represent their school and community to a statewide audience. We encourage clothing of a 'dressed-up' nature and/or matching team attire to enhance team spirit.

The following are considered unacceptable or inappropriate attire:

- Clothing that is overly revealing or advertises drugs, alcohol, tobacco, or contains explicit, suggestive, and/or offensive language or graphics.

- Shirts or adornment that contain potentially pertinent information to the contest.

IASP reserves the right to disqualify a student or team for unacceptable or inappropriate attire.

## Supervision of Teams:

- a) The host site will have an administrator present during the competition to handle any situations which may develop. The Procedural Committee may bring disruptive or questionable behavior on the part of coaches, competitors, or spectators to the host administrator's attention so the situation may be addressed.
- b) Each team is to be supervised by a coach designated by their school principal. This coach will be responsible for seeing that all team members follow all rules and behave in an appropriate manner. A high level of sportsmanship will be expected of competitors, coaches, and fans. Failure of a coach to adequately supervise the team may result in the disqualification of the whole team.

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## ENTERING THE CONTEST

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### DSP Membership Form/Contest Entry Form

All schools participating in this contest must be members of the Department of Student Programs. To complete the combined membership/contest entry form, go to our website <https://iasp.org/students/join-dsp/>. You may wish to consult with the coaches of all of our programs before submitting your form in order to avoid filling out multiple forms for multiple contests.

### Eligibility

Any student enrolled full time in grades 6-12 is eligible to compete on that school's team. Within these constraints, schools may select their teams in any manner and with any additional criteria they choose. Any full-time student in grades 7 and 8 is eligible to compete on a junior division team. Sixth grade students may participate if they are housed in the same building with the 7th and 8th graders as a middle school. Ninth graders housed in a middle school must either compete with the team from the high school which they will attend or they may compose a team of their own and compete in the high school division. Within these constraints, schools may select their teams in any manner and with any additional criteria they choose. For example, homeschooled students may participate on an IASP sponsored academic team if school policy allows participation.

### Enrollment Classifications

Until entry numbers require it, there will be no enrollment classifications for either Junior or Senior Academic Quiz Bowl. When the program becomes large enough to sustain multiple levels of competition, then this will be revisited. The Junior competition will be virtual.

### Expenses

In addition to the annual Department of Student Programs Membership fee, an entry fee will be charged to participate in the Indiana Academic Quiz Bowl which will cover both an Area competition and subsequent State competition at the Senior level if earned. The entry fee must be received by IASP by the end of the current school year. This fee will help defray the costs of purchasing tournament questions, purchasing awards, and other expenses associated with the competition. Each school will be responsible for its own expenses, including any incurred while attending competitions.

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## FORMING A TEAM

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A full competition team is composed of 4 members. Additional students may be used as alternates. No limits are placed on how many students may come from any one grade level. Teams may compete with less than a full 4-member team, and will still be eligible for all awards at their Area contest, as well as state finalist positions and statewide rankings.

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## PREPARING FOR THE CONTEST

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All contest questions will be provided by the NAQT (National Academic Quiz Tournaments). Practice Questions and other content resources are available at [naqt.com](http://naqt.com). Contest information and other resources are available at <https://iasp.org/students/quiz-bowl/>.

### Host Site Assignments

Every attempt will be made to have schools, regardless of size, compete at the geographically closest Area Host Site. Occasionally, to balance total competitors among sites, a school may be asked to travel to a more distant site.

### Roster Forms

- a) A school will *enter the contest* by completing the online DSP Membership/Contest Entry Form: <https://iasp.org/students/dsp-membership-form/>. The coach will need to submit the team roster form which will be linked on the Academic Quiz Bowl Page. (See the contest timeline for specific roster form availability and due dates.) Each participating school must enter the names of their participating students, and electronically submit the form by the deadline listed on the appropriate timeline at <http://www.iasp.org/students/quiz-bowl/>.
- b) Each school may certify up to ten (10) students on the team roster form. Students may be from any eligible grade, with no prescribed number from each grade level. Coaches who have registered an extra team must indicate at registration which students are assigned to each of the teams.
- c) Competing team members will be verified by officials at the beginning of each round at the competition site.
- d) All students who are on the Senior team roster and indicated for the qualifying squad are eligible for Senior State Finals, regardless of whether they actually competed at the Area competition. Names may not be added to the team roster between Area and State Finals competitions.

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## GENERAL CONTEST FORMAT

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Academic Quiz Bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge, including history, literature, science, fine arts, current events, culture, sports, and more.

The defining feature of Academic Quiz Bowl is the use of a “buzzer system” that lets players interrupt the reading of a question when they know the answer. That element adds a dimension of confidence, anticipation, and rapid recall to a game about knowing facts. Those “tossup” questions are answered individually, but doing so earns the team a chance at a three-part “bonus” question. Bonus questions are worth more points and allow collaboration, but are generally more difficult. Matches at both Area and State competitions will have two, 10 question Tossup (+ Bonus questions) Halves. If teams are tied at the end of the second half, the tiebreaker process will go into effect.

## Scoring

- a) Each game uses tossup questions worth 10 points each (or 15 points if answered before the power mark), and multiple- answer bonus questions worth a total of 30 points (10 points each).
- b) A player earns 15 points for a correct answer to a tossup if the player signals before the moderator has completed the first syllable after the mark. The moment of judgment is when the player signals, not when the moderator stops reading. Ties between the player and the moderator are decided in favor of the player. The determination of whether a tie occurred is not protestable, and the effect on the game of a moderator failing to stop reading immediately is not protestable.
- c) Whenever a player answers a tossup question correctly, his or her team earns the chance to immediately hear a bonus question (except in overtime).
- d) A tossup-bonus cycle consists of the gameplay that begins with the start of a tossup and concludes when either...
  1. Both teams fail to correctly answer the tossup (having been given the proper opportunity to do so), or
  2. The bonus earned for answering the tossup is completed. (This does not apply during overtime.)
- e) There is a 5-point interrupt penalty (“neg five” or “minus five”) if the first team interrupts the reading of a tossup with an incorrect response. A subsequent incorrect interrupt by the second team does not result in another penalty. The second team may still earn 15 points with a sufficiently early signal. Players may earn 15 points on power tossups at any point in the game, including overtime.

## Time Limits

- a) The matches themselves will be untimed.
- b) Players have 3 seconds to signal after the moderator has finished reading the tossup. Time will be kept by the moderator. If the player answers incorrectly, the other team (if it is eligible to answer), will then have 3 more seconds to signal. Some questions may permit more time, which will be noted specifically by the question.
- c) **Computation** tossups and bonuses will not be used in this competition.
- d) Decisions as to whether players have exceeded the allotted time to signal or to answer are made by the moderator and are not protestable.

## Consultation

- a) Consultation with other team members at the competition table is allowed only during the Bonus questions. Tossup questions must be answered without any outside help.
- b) **No team member may have a smart phone, smart watch or other digital device at the competition table.** No pens, pencils, calculators, written material, mascots, stuffed animals, balloons, etc. of any kind may be brought to the competition table. Any such material will be taken by the moderator. Pencils and paper will be provided by the host school. Efforts to hide written material will be construed as being a conscious attempt to cheat, and the team member will be disqualified from the competition with no substitution allowed for that round.

## Challenges

- a) Challenges are to be made only by the currently competing members of the team. No challenges will be recognized from coaches, non-competing team members, or audience members.
- b) All challenges should be directed first to the moderator and judge, and must be made before the team is dismissed from the contest area at the end of the round. **No challenges to the content of the question or the acceptable answers listed by NAQT will be accepted.** If the challenge is procedural in nature, moderator and judge may resolve the challenge immediately, or elect to call the Procedural committee to handle the challenge.

## Substitutions

A team may substitute one or more players at halftime, during a timeout by either team, or before the first overtime question. Players substituted for may re-enter the game at a later opportunity. If a team has fewer than four players, a player may enter the game without replacing another player at those times. In addition, a player may leave the game (without being replaced) at those times (as long as the team still has at least one active player). Captains must remain in the game.

## Breaking Ties

The scorekeeper for the competition will be responsible for figuring, verifying, and recording all tie-breaker scores.

If the score is tied at the end of a match, the moderator will read tossup questions until the score changes. These tossups will be read from the original set (if unread tossups remain) or may be obtained from the tournament director. **The game ends immediately if a team receives an interrupt penalty.**

## Procedural Committee

- a) A Procedural Committee of four site representatives and a Procedural Official will be appointed by the host coordinator. Each member of the Procedural Committee must have been appointed and in possession of Academic Quiz Bowl rules and guidelines contained in this Coaches Handbook at least one week prior to the competition. The Procedural Official will be designated the chairperson and will be responsible for calling the committee together to decide questions involving procedure, rules, and violations.
- b) At the State Finals competition, the Procedural committee will consist of at least 4 representatives of schools present at the State Finals. At least one representative from each of the four areas of the state will serve. In decision making, representatives of schools who are not competing in the match in which the question arises will be responsible for making the decisions.
- c) When a competitor indicates that there is a procedural problem, the competitor will indicate by raising a hand that they wish to challenge the procedure. This challenge will go to the question reader/and judges in the room. Based on the nature of the question, the official either settles the matter or convenes the Procedural Committee. A committee member whose school is raising the question may participate in the discussion but is not included in the final decision-making. The Procedural Official will explain the nature of a challenge and the resulting decision to the question reader, who will inform the competitors and spectators.
- d) Examples of situations that would be handled by the Procedural Committee include, but are not limited to:



- How long to wait for a late-arriving school.
- Determination of what to do if a competitor becomes ill while at the competition table. Deciding when alternate questions should be used.
- Problems arising between proctors and team members.
- Awareness of problems with buzzer systems, etc.
- Awareness of "obnoxious" coaches or team members.

e) The Procedural Committee, at its discretion, may disqualify a team member, and/or team.

## Decorum

a) Every effort will be made during the competition to allow the contestants to concentrate. No unnecessary talking or gestures should be made to, or around, the contestants in competition. This is particularly important for judges, proctors, scorekeepers, timers, emcees, and coaches to note.

b) See Code of Conduct under IASP General Policies.

## Proctors and Student Assistants

Each school competing will be responsible for furnishing an adult room assistant. Any responsible adult (coach, teacher, administrator, parent, etc.) may serve as this assistant. Proctor assignments will be made by the host coordinator.

Duties could include scorekeeping, timekeeping, and running the buzzer systems. Students may be utilized in the rooms to keep a running score for the audience.

## Differences between IASP and NAQT Rules

NAQT Rules may be accessed here: <https://www.naqt.com/rules/>

IASP Indiana Area and State competitions will be untimed matches. Each half will consist of 10 tossup + bonus cycles. This ensures that all teams compete on an even playing field.

Schools may only enter a maximum of two squads into the IASP tournament with the understanding that only one squad may qualify for state advancement or state-wide awards.

All challenges must come from a competing student. No challenges will be accepted from the coach, other non-competing players, or audience members.

## AREA CONTEST FORMAT

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Each Area competition will consist of two parts:

The morning rounds will be conducted as a round-robin based on 8 teams. (If a site has 16 teams, then two round-robin rotations will occur simultaneously in the morning.)

The afternoon rounds will be conducted as a single-elimination bracket tournament. The teams will be seeded based on their performance in the morning rounds.

## Seeding at Area Competitions

Afternoon Area tournament seeds shall be determined in this order:

- Win/Loss Record from the Round Robin morning rounds
- Average score from morning rounds.
- Average number of Powers achieved per match in the morning rounds.
- Highest score from a single match in the morning rounds.
- Highest number of Powers achieved in a single match in the morning rounds.
- Coin Toss

## STATE FINALS QUALIFICATION AND FORMAT

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Complete teams advance through the levels of Area competition toward the State Finals.

### Seeding at State Finals

**Sixteen Senior Division teams will qualify for State Finals.** The top two teams from each of the Area competition sites will automatically advance to State Finals. The remaining State Finalist spots will be awarded to the highest scoring teams regardless of Area site assignment based on the following formula. If the tie is not broken using the first tiebreaker, then we will proceed to the second, and so on until the tie is broken.

1. Average score from Area bracketed tournament rounds.
2. Average number of Powers achieved per match in bracketed tournament rounds.
3. Highest score from a single match in the Area bracketed tournament rounds.
4. Highest number of Powers achieved in a single match in the Area bracketed tournament rounds.
5. Coin Toss

All 16 teams will then be seeded at state according to the same criteria, regardless of how they finished at Area contests.

### Format at State Finals

The state tournament will be a **three-game guarantee, seeded bracket tournament.**

The early round matches will be played in classrooms, and the last 4, possibly 5 rounds will take place in a setting with a large space for audience.

## AWARDS

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### Area

Certificate templates will be available on the contest webpage for coaches to personalize with team member names. Ribbons (blue, red, & white) will be awarded to members of the top three teams.

### State

Certificates will be included within State Finalist coach packets.

Medals will be awarded to members of the top three teams.

Plaques will be awarded to each team: State Finalist, Third Place, State Runner-up, or State Champion

A banner will be awarded to the State Champion team.