



Coaching Your Team



INTRODUCTION

Welcome to *Coaching College Bowl*. This chapter is designed to be used by those who train, chaperone, select, comfort, Coach and share the game play experience with the student members of their institution's *College Bowl* team.

Once the campus tournament has been completed, it is time to select your eight to twelve player Varsity Squad. Eventually, after some time practicing with the Squad, you will designate which five players will represent your institution at the Regionals. Teams should spend significant time training for the competition ahead.

The Coach's outlook should be more long-range than just the upcoming matches. Many Coaches concentrate on building a long-term program, one which produces good players year after year and becomes an integral part of campus life.

This chapter brings together the experience of many



Coaches, volunteers and players who have spent years with the *College Bowl* program.

Certainly, all institutions and Coaches have their own goals, strategies and styles. As the opportunity arises, we encourage you to compare notes with other Coaches at tournaments.

We are very interested in your feedback about this manual. Please call or write College Bowl headquarters to share your comments, suggestions and tips with us.



COACHES DUTIES

The following is a sample job description. While each Coach will approach each of these responsibilities differently, we have assembled suggestions for how to be effective in each area. The following chapters cover these points in greater detail.

Select the Varsity Squad.

This includes selecting a Varsity Squad of approximately eight to twelve players, then determining which players will form the starting line-up and which will be the alternate for a given tournament. The Coach will also be the one to determine substitutions on the team. [See *Identifying Good Players* p. 46 and *Selecting the Regionals Team*, p. 47]

Run Practice Sessions.

The Coach will determine the frequency and structure of practice sessions. There are a number of possible drills which emphasize various areas of game play. The Coach needs to work on bolstering the team's weak areas and developing strategy which capitalizes on their strengths. [See *Practicing with Your Team*, pp. 49-52] and *Practice Resources* on the CD-ROM]

Make travel arrangements.

The details of eligibility and travel to intercollegiate tournaments the Regionals should be handled by the Coach or Campus Coordinator.

Stay in touch with the players.

We cannot over emphasize the need to stay in touch with the players on your Regionals Team. The sooner you identify a potential player schedule conflict or other problem which *could* result in your needing to make a player change, the better.

Work with the players.

A good Coach gets to know the players personally and helps them to get the most out of the experience. The stress of competition can be very emotional, so a Coach who is also a friend and role model is very important.

Attend all games during the RCT.

Some Coaches simply chaperone the teams to the event, but a good Coach will work with the team during all phases of the tournament. [See *Coach's Role at College Bowl Regionals*, pp. 59-61]

Develop a long-term program.

While each team is important and deserves a Coach's best, some aspects of the College Bowl program can only grow with the passage of time. This involves re-

cruiting players as freshmen and developing them for several years. It also involves establishing a niche for the program on campus and building a base of support for it. [See *Developing a Long-Term Program*, p. 7]

Interact with the Campus Coordinator.

A successful College Bowl program is a team effort. A Coach should communicate often and clearly with the Campus Coordinator, in order to create the best program for the students and the school.

Interact with the College Bowl staff and ACUI College Bowl Program team.

The staff at College Bowl Headquarters are prepared to answer any questions you might have. In addition, the ACUI College Bowl Program Team and your Regional Coordinator can assist you.

COACHING STYLES

Coaching styles and philosophies are as varied as the number of Coaches in the country. From these brief descriptions it is possible to see some different approaches that a new Coach could incorporate into his/her own style.

The 110% Coach.

This is the Coach that works closely with the team on all aspects of the game and the team's game play. S/he will write hundreds of questions for practice, take detailed notes at tournaments and train the players in points of strategy. Generally, this Coach would play the game if s/he could.

The Minimalist.

This Coach generally leaves the team to practice alone. While s/he will work with the College Bowl staff to provide all of the necessary paperwork and accompany the team to tournaments, the focus is to allow the team to excel on its own.

The Nurturer.

This Coach focuses more on providing an atmosphere to allow the team and players to excel than on helping the players with every aspect of the game. This Coach is the tireless promoter of the program within the school and provides all of the logistical support for the team.

BUILDING A VARSITY SQUAD

Your Varsity Squad is comprised of the best players on your campus. Some will not be on the winning team, but have displayed good game skills during your tournament. Since only five players will represent the school at the Regionals, it's important to practice with all your strong players to create the best team possible.

ESSENTIAL STEPS

There are five steps to building a Varsity Squad and they can take the entire year to execute.

1. **Help the Campus Coordinator plan and publicize the campus tournament.**

This tournament is the key tool to building a good team. The value of a strong campus tournament cannot be overstated:

- ✓ It teaches students to assert themselves in public
- ✓ It teaches teamwork, as students learn to play together
- ✓ It teaches students to win and to lose with grace and humor

2. **Identify top players.**

The recruiting process begins with the campus tournament. One of the decisions which needs to be made before the campus tournament takes place is the criteria for selecting the Varsity Squad.

In most cases, the Varsity Squad is formed from the campus champion team and four to eight other players who competed in the campus tournament. This allows the Coach to work with the best players. Your Regionals team may be selected however you choose: based on intuitive judgement, statistical analysis or some combination.

At some institutions, the team that wins the campus tournament is automatically the team which travels to the intercollegiate tournaments. However during your practice sessions, you will discover which combination is most likely to win for your campus.

3. **Hold Practices.**

Invite additional students with potential whom you identified during the campus tournament. At this point the group can begin to practice. [See *Practicing with Your Team*, p. 49]

As Coach, you must determine the strengths of each player and experiment with different player combinations, to make the best Regionals Team possible. [See *Developing a Long-Term Program*, p. 7]

4. **Select the Regionals Team.**

As part of registering to attend the Regionals, you will have to designate four starters and the alternate. These will be the players who have exhibited the best game traits during your weekly practice sessions. Reflexes, answer accuracy, confidence and teamwork are what you're looking for in your Regionals Team. Equally important are the dynamics among the players and each player's decorum.

5. **Select a Captain.**

Your Regionals Team needs a captain. You need to designate a player with special skills. The Captain must be able to speak with authority for the team during bonuses and keep the team in the game with leadership skills. Your best scorer may or may not be the ideal choice, so look for the player who has mutual respect and keeps a cool head.

IDENTIFYING GOOD PLAYERS

Once the campus tournament is underway, the Coach should begin looking for good players. It is easy to concentrate only on the top few teams when looking; however, good players can often be found on less successful teams. Keep an open mind.

Keep player statistics.

How many toss-up questions does each player answer? Can you tell who provides answers to the bonus questions? Even if a team only answers four questions in a game, if all of their points are attributable to one player, that might be a good player to invite to practice.

Look at all of the players on the top few teams.

Sometimes one player will be the one leaning on the buzzer and getting the toss-up questions, while another player will be the one working the bonus questions.

Look for players with strengths in different subjects.

Look for players willing to take a chance.

Risk taking is an important and valuable trait in many good players.

Look for players who know the answers, but don't yet trust their instincts.

They often have an "Oh darn, I knew that one" look on their faces. Often students have the answer or a good guess, but don't feel 100% confident, so they are unwilling to take risks.

Look for players who work well with their teammates.

Conversely, beware of the prima donna who doesn't value the opinions of teammates and who disrupts the game with a superior attitude.

SELECTING THE REGIONALS TEAM

One of the decisions that a Coach has to make is to determine which of a group of talented players should comprise the starting line-up at the Regionals. Making the cut from the Varsity Squad (8-12 players) to the Regionals Team (5 players) is one of the most difficult choices to make. These are some considerations for a Coach to take into account when making this decision:

A good team is comprised of players who share:

- ✓ Enjoyment of the game
- ✓ Willingness to come to practice and commit to the team
- ✓ A good balance between depth of knowledge and speed
- ✓ High self-esteem
- ✓ Curiosity
- ✓ Ability to work cooperatively
- ✓ Knowledge in multiple interest areas
- ✓ Even temperament
- ✓ Commitment and availability

A good team is comprised of players who have expertise in a broad range of subjects.

Some of the key areas to cover are: science, history, politics, literature, current events, geography, religion, mythology, music, sports, popular culture, multicultural and women's studies and general knowledge.

Mutual respect makes a good team.

Nothing is more damaging to team morale than blaming a teammate for a loss. "If only you hadn't..." never helps bring the best out of a player.

Good teams know each player's strengths.

Thus, a player with a good hunch might delay buzzing in on a history toss-up assuming that the history/government expert will be more apt to take it. Since players cannot communicate by glancing at each other or signalling in any way, players who know each other well are able to judge whether a teammate will be able to answer a given question.

Good teammates talk each other up.

It is very important to concentrate on the game at hand and not fret about previous losses, earlier bad play or upcoming games.

A good team has depth and experience.

While a team with one great player and three bad players can win a lot of games in the campus tournament, they won't likely win many at the Regionals. However, be wary of using an all upper classmen team; remember to plan for the future.

Try different combinations of players.

Sometimes, a particular combination has great chemistry and the team as a whole is better than the four individual players.

In advance, determine the player seating.

The captain needs optimal access to all of the team members, so should usually sit in the second or third chair. Try putting the quietest player in the other middle seat and the loudest player on the side farthest from the captain. Some players like to move around. These players are usually most comfortable sitting in an end seat.



Seating for stage left. The Captain is positioned to capitalize on player attributes as described above.



Seating for stage right, notice that the positions have switched because the Captain is always second seat from center.

SELECTING A CAPTAIN

Selecting a captain is an important decision. A good captain can make a difference in two areas: team morale and in the play of bonus questions. Selection of a captain should include factors like maturity, respect for the other players and emotional stability. Consider these characteristics for your captain:

Ability to take notes as a bonus is asked.

As examples, jotting down the items in a list, or the year in question helps keep the players' answers focused and within the range of possible correct answers.

Ability to zero in on the key information sought in the bonus question.

To rephrase the question or to set limits for possible answers to help the team brainstorm.

Ability to keep track of suggested answers from various team members.

"Jimmy Carter, Ronald Reagan, George Bush, Bill Clinton..."
The captain should always encourage *every* team member to make a comment during *every* bonus question.



Ability to make firm selections from question choices.

Captains must be able to use their best judgement and knowledge about the expertise of the team members.

Ability to delegate effectively or give an answer.

Bonus questions mean big points, but the team cannot score if no one answers. Since, there is no penalty for wrong bonus answers, the captain should *always* offer a bonus answer if no other player has one.

Ability to keep track of the remaining time.

There are only 5 seconds for the team to collect its answer to each numbered part of a multi-part bonus or 5 seconds total for a single part bonus. It is important to have the answer ready when the moderator asks for it. In addition, the captain needs to be aware of the time left in the half or game.

Ability to encourage and motivate team members.

"That's ok... It was a good guess... Don't stop now... We can take 'em... Ok, concentrate..." The other players must know that their captain trusts them and that their input is crucial.



PRACTICING WITH YOUR TEAM

Once the Varsity Squad has been assembled, the real work begins. Preparation helps the team get the most out of the time spent training. The Coach should have a game plan and be sure to vary the content of practice sessions to keep the group motivated.

PRACTICE SESSION MODELS

Open practices.

These practices begin at the conclusion of the campus tournament and last all year. The practices are advertised and open to anyone interested, even if they didn't play in the campus tournament and aren't eligible for the Regionals.

These sessions are usually held once a week until the Varsity Squad begins its special practice sessions before Regionals and occasionally thereafter.

Novice practices.

Some Coaches hold a second weekly practice open to first and second-year players who do not have the level of game experience that veterans have. This dedicated practice allows them to hone their skills without being intimidated by better or more experienced players. It is also a good time to work with the players on the game rules.

Focused practice.

Some Coaches work exclusively with the Varsity Squad between the campus tournament and the Regionals. This allows the Coach to focus his/her time on the players who will likely be attending the Regionals. While this is expeditious, it doesn't facilitate your long-term College Bowl program.

STRUCTURING PRACTICE

In choosing particular drills or discussion points for an upcoming practice session, it is important to think about what goals you want to achieve. Does your team need to increase speed? Do players need to get to know each other? Do they need to learn the rules? Do they need to learn each others' strengths? Do they need to practice writing and reading questions to improve their speed of information absorption? The following is a list of possible components of a practice session:

Playing the game is the single best form of practice.

The more time players spend with their hands on the buzzer, the better. Vary the game play and rotate the players.

Reuse game packets from previous years. Used games help build recall ability and help students build confidence on interrupting a question when they feel they know the answer.

Spend time getting to know each other.

A team is a support group, and the players should be relaxed together and work toward a common goal. One way to accomplish this is to get the players to socialize outside of practice; as they become better friends, they will increase their skill as a team.

Build files of questions from which to work.

Have players and faculty write questions for practice. You may save College Bowl campus program questions for up to five years. [See *All About the Questions*, p. 50]

Try some specific drills for toss-ups, Bonuses and quick reflexes.

[See *Drills*, p. 51]

Invite faculty members to lecture the team on weak areas.

Have these faculty supply a list of the "top 100 facts" in their field.

Discuss game strategy.

Make sure the players know how to play all of the different kinds of questions [See *Strategies*, pp. 53-57].

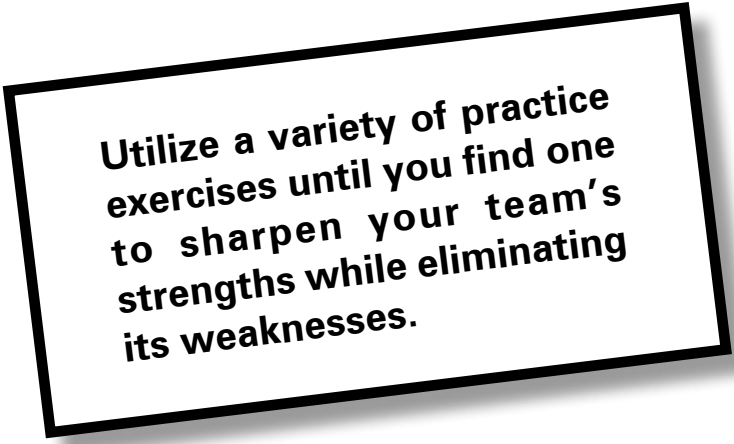
Make sure they have a firm idea of how to make the clock work for them at the end of the half or game [see *Working the Clock*, pp. 56-57]. Be sure that they know everything about the upcoming tournament: format, starting times, location, their opponents, etc.

Play similar games to work on quick recall.

Watching game shows can be fun as well as good practice. A number of board games can be helpful too.

Play "Rip the Almanac:"

Just tear up an almanac and give each team member different sections for which they will be responsible. Ask each one questions from their subject "sections."



Utilize a variety of practice exercises until you find one to sharpen your team's strengths while eliminating its weaknesses.

ALL ABOUT THE QUESTIONS



GENERAL INFORMATION

One of the most important things for the Coach and the team to understand is the questions, not just the content of a particular question, but the formats of the questions, the writing style and the range of subjects that can be covered in just one game or tournament.

The questions are written by the editorial staff of the College Bowl Company, Inc. The questions are new every year. From year to year, the same topics may well be covered and there will be several questions with the same answer; but even in those instances, the actual wording of the questions and clues will differ.

Learning about the questions can be helpful for several reasons:

Helps determine where the team should concentrate.

The team needs to assess its strengths, weaknesses and areas of interest. While no four players can have in-depth knowledge of every subject, they can deepen their knowledge of subjects in which they're already strong and improve in subjects in which they are weak.

Aids writing "tournament style" questions.

The better the Coach and team understand how questions and game packets are compiled, the better they will be able to simulate this in order to generate practice material.

Learning how packets and questions are structured.

This allows players to become better attuned to listening to questions and being able to follow their logic.

GAME PACKETS

Every game packet consists of two types of questions, toss-ups (all worth ten points apiece) and bonuses (each worth 20-30 points.) Toss-ups are printed on yellow paper and Bonuses on white. In any given packet there are 28 Toss-Ups and 25 Bonuses. This is more than enough for a regulation-length game.

Every packet contains questions in a variety of subjects. While not every area of knowledge could possibly be covered in 53 questions, there are some categories which are included in every game packet.

In addition, the level of difficulty of questions ranges from easy to challenging. Almost every toss-up should be answerable by at least one knowledgeable team member if heard in its entirety. Bonuses are more difficult and draw on more in-depth knowledge.

Finally, not all of the material is strictly "academic" in nature. Many questions challenge the general cultural knowledge of the young adult, such as popular music and sports. Overall, the packets provide an enjoyable balance between "academics," "fun" and "quiz show" style questions.

WHAT'S IN A PACKET?

College Bowl games will have questions that cover the categories below. We maintain a target distribution of questions based on this grid. Each game has its own "flavor," but these numbers should give your players an idea of where to focus their training.

<u>Question Category</u>	<u>TU</u>	<u>Bonus</u>
Sciences	3-4	2-3
Literature	3-4	2-3
History	3-4	2-3
Geography	2-3	2-3
Religion, Mythology, Ancient History	1-2	1-2
Fine Arts & Performing Arts	1-2	1-2
Social Sciences & Business	1-2	1-2
General Knowledge	3-4	2-3
Current Events	1-2	1-2
Pop Culture	2	2
Sports	2	2
Multi-Cultural, Women's Studies	2	2
	28	25

DRILLS

In speaking to Coaches, the overwhelmingly most important tip was, "Play the game." Like any game of skill, practice makes a difference. Of course, there are traits that will make some people better players, but experience makes a huge difference.

GENERAL DRILLS

Always have players practice with buzzers in their hands.

Require players to write questions every week for practice. [See *All About The Questions*, p. 50] This serves several important functions:

- ✓ It provides new questions for each practice.
- ✓ It exposes players to information in the course of their research. Many times, Coaches and players have been pleased to discover that the questions they heard in competition are similar to questions they wrote for a practice session. In addition, players gather new information and retain it in the course of researching questions.
- ✓ It teaches players about the structure of questions. This is especially useful in learning to anticipate toss-ups.

Some Coaches assign players the task of All About The Questions each week: for example, six toss-ups and four bonuses or nine toss-ups and six bonuses, depending on the frequency of practice. Players write the questions (along with their names and dates) on index cards, complete with a list of research sources. These questions are filed and used for many years. Microsoft Word question-writing templates are included on the CD-ROM.

During practice each player should take turns reading his/her own questions as well as old question packets.

This helps players understand how difficult it is to be a good moderator and makes them more sympathetic to the volunteer game officials.

Critique the questions after the practice.

Which of the players' questions were particularly good? Why? Which were bad? Why?

Make sure that the players know all of the rules.

A *Rules Quiz* is included on your CD-Rom. Play against other teams. These can be other teams of students; teams from area schools; or faculty/staff teams. One school put together a team of secretaries and let them pre-read the questions. This drilled the Varsity Squad both in speed and humility.

Turn players into "Information Seekers."

Ask them to seek out and learn new facts in any conversations with family, friends and professors.

DRILLS FOR TOSS-UPS

Most Coaches consider drilling for toss-ups to be more important than working on bonuses. Developing the knowledge base and the reflexes to play toss-ups keeps the momentum on your side and continues to lock your opponent out. There are two tricks for toss-up questions: having speedy reflexes and knowing how the questions are structured.

Begin practice with 25-30 Toss-Up questions.

Every player plays for himself and the player garnering the most points is the daily winner.

Since answering toss-ups involves hearing a series of clues and zeroing in on the only possible thing that fits that description, play the identification game. Use a few adjectives to describe a person, place or thing. Can the team identify: the thirteenth president, the year Amelia Earhart disappeared, the capital of Somalia?

Mark and analyze when toss-ups are answered.

When you read toss-ups, always note on the question card the point at which a player buzzed in with the correct answer. Then go back and analyze each question. Why did the player buzz then? If it was on the 10th word, could they have buzzed earlier? What are the key words and phrases that cued them to jump?

Train and test players' anticipation skills.

Read the first half of a question and have the team guess what the rest of the question must be. While few players will be able to correctly anticipate the answer "Indian Ocean" from the question fragment "She sells seashells down by the seashore..."; they might be able to anticipate the remainder of the question after hearing "If she sells seashells in the *Seychelles*..." By that point, players may anticipate that the remainder of the question asks "for 10 points -- where is she?" By breaking questions into small pieces, players can learn to analyze the structure and logic of the questions, which prepares them to interrupt with more confidence and accuracy.

Devise short 30-second drills.

For example, read a list of phrases, each of which refers to another phrase which has the word "red" in it. How many can they get? ("discovered flagrantly" = caught *red-handed*; U.S.S.R = the *red menace*; a distraction = *red herring*, etc.)

Train players not to fear the lockout.

If players are shy, or not taking enough risks, require them to get at least one "-5" in every practice game. Force players to buzz in early so that they develop a willingness to make some errors.

DRILLS FOR BONUS QUESTIONS

The essential skills to be polished for working Bonus questions are: team work, mental association, brainstorming and efficient use of the time available.

Play a version of "Password"

In which one player is given a card with a category on it, such as "Presidents," along with the name of several Presidents. A player must use a few seconds to list some facts about the first name on the list and a second player must try to come up with the name. This drill sharpens recognition and recall and should be strictly timed.

Play a round where there are two bonus questions given for every toss-up question.

Play a few rounds in which only two players may work together on bonuses.

As teams develop a group dynamic, players will create effective training techniques that work well for them.

Encourage your team to try out any ideas that sharpen their game-playing skills!

Consider attending or hosting an inter-collegiate competition in preparation for the Regionals. Contact College Bowl Headquarters for information on Intercollegiate Tournaments.

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GAME STRATEGIES

This section is designed for and addressed directly to the players. It is a distillation of strategies for all aspects of the player's approach to the game.

GENERAL STRATEGIES

Give the minimum amount of information sought.

Give last names only, unless prompted for more information. Feel free to use abbreviations or acronyms if that is more comfortable for you.

Congratulate each other when you get questions right.

Being positive helps build momentum.

Be confident.

Remind yourself that you are bright and knowledgeable. Don't let the caliber of the competition intimidate you.

Don't get distracted.

Find a spot on the floor, the ceiling or the wall and look at it. Teach yourself not to look at the audience or anything else distracting. Some players look down, but this is usually a "slow" position from which to play.

Never give the impression of ignorance

Or look at each other in despair; "psych out" the opposing team just like in any other game.

Always give some answer.

When in doubt, give the most obvious answer: For example, a Viennese psychologist is likely to be *Freud*, regardless of how odd the rest of the information given seems to be. If the question asks for an American treaty name *any* treaty you can think of; at least your mind will be working and you won't feel frozen.

Don't be ambiguous.

Whether answering a question or writing one, zero in on *one* answer.

Be confident.

Give your answers loudly and clearly. Even if you are wrong, positive attitude and a few correct answers will chip away at the confidence of the other team.

Keep paying attention.

If you miss one, focus on the next question, not the miss.

Be a good sport.

Shake hands with your opponents after the game, regardless of the outcome. Don't call for a game review unless it is a realistic concern. Some players get so "review happy" that they concentrate on fishing for points instead of focusing on the game. This kind of gamesmanship only angers other players and sets teams out to get you.

Let the other team beat itself.

Play well and make their players take risks. Think of the game as you against the questions, *not* you against the other team. Play your best and let the competition worry about their own game.

Use a positive posture.

Lean forward and try to look and feel alert.

Relax.

Being too tense can block the flow of information from your head to your hand to your mouth. Rid your body of tension between games, halves and questions. Tip your head back and forth to relax your neck muscles. Shake out your arms. Give each other short back rubs. If you have time take a walk outside and breathe clean fresh air.

Watch what you eat.

While a cup of coffee or a cola may give you a lift before a match, relying on this diet can cause your body and attention to sag later. Nutritionists recommend starting the day with a good breakfast and concentrating on protein, not sugar. Avoid the donuts and sweet rolls. Drinking milk instead of soda may keep you steadier during the later matches. Needless to say, alcohol or other drugs will not enhance your performance and will make you sluggish.

Try to get lots of sleep.

This is easier said than done. Players often arrange an easy schedule—including plenty of rest—for the entire week before a big tournament, knowing that they will be restless on the "night before the big match."

Work to give your team momentum.

A quick team huddle or quiet prayer may seem corny, but it can help the team to focus.

Test the buzzer a few times to get the feel of it.

During the buzzer check, hit your buzzer crisply, as you would during a match then give your name loudly and clearly to get the frog out of your throat.

Break the ice with the moderator and judge.

Before the game begins, clarify any questions about procedure which may have arisen in earlier matches. Be sure that the announcer knows how to pronounce your name.

Never give up.

Even if you are so far behind that you can't win, you can use the situation to help you train for the next match. If you stop trying, you reinforce bad habits; turn a blow-out into a practice session. You will win the dogfights by keeping your intensity up when being beaten.

Never lean back and take it easy.

If you are winning by a solid margin, don't get cocky or sloppy. If you have the point margin, use the opportunity to take some risks and sharpen your speed.

Don't focus on adverse game conditions.

If the moderation is bad, it is equally bad for both teams. Paying attention to rumors, complaining about uncomfortable chairs, or feeling sorry for yourself distracts you from good game play. The best teams will focus on the questions, not on the facilities.

TOSS - UP STRATEGIES

Focus on whether the question is asking for a who, what, where or when.

It is very rare for a question to ask how or why.

Listen for qualifiers

(i.e., *prior* to the Civil War) which automatically narrow the possible answers.

Anticipate syllables

To aid buzzing in early. (i.e., When asked for "this city in New Jersey," you should buzz-in on "Jer-" if you know the answer.)

Buzz in when you are certain that you know the answer.

There is usually a full second from the time you hit the buzzer until you are recognized and expected to answer. Hit the buzzer, take a deep breath, listen for your name and give the answer.

Wait to be recognized.

If you do not wait, your answer is counted as wrong. Period. Practice listening for your name and using the time to take a deep breath and formulate the answer.

Once the entire question has been read, try to come up with some sort of answer.

Never let a question go by without giving an answer. If you are certain, answer immediately. If you are less confident, let a second or two go by before buzzing in, so that a teammate who is certain will beat you. If you are guessing, wait until the last instant before buzzing in, so that any teammate with a more realistic chance at answering can try first.

Use the Creator/Creation Rule to your advantage.

For created works you may give two pieces of information, in one continuous flow, where one is a possessive of the other. Thus, if the question reads in part "*Nevermore* is a famous quote..." and you buzz in, it is acceptable to answer "*The Raven by Poe*;" your answer would be correct if the sought after answer were either "The Raven" or Edgar Allen Poe.

If your answer is ruled incorrect, say nothing else.

Do not blurt out the right answer after time has been called, or try to correct yourself after giving the wrong answer. That only gives the correct answer to the other team. Do not let your facial expressions or body language give away the correct answer.

Do not confer with your teammates while the other team is answering a toss-up.

If your opponents fumble an easy question, you may cost your team a shot at the answer. Never discuss questions, chat with your team or give any kind of physical clues until points have been awarded.

Don't interrupt a toss-up once the other team has missed the answer and received a "-5."

Your team has a free shot at this question and you should be sure that you hear it in its entirety. Only if you are losing and the time is running out should you interrupt.

Strive for that elusive balance of too many versus too few "-5" situations.

If you have very few it means that you are answering too slowly, even when you are confident of the answer. Your team is probably too cautious. If you have too many, you are over-anxious or cocky and risk losing the game.

Rank team members' strengths by subject areas.

The same player could be the #1 science, but #2 current events and #4 in religion. Having an agreed-upon ranking can help the players judge whether or not to buzz in.

BONUS STRATEGIES

Never shout out an answer.

Always confer. The captain should practice checking with every team member on every question.

Practice brainstorming.

Learn whose guesses to trust on what sort of question.

Some teams use a coding system with bonuses.

Often, players shout out possible answers at the same time. Louder players may have their answers selected, when a more soft-spoken player may actually have the correct answer. Try using a code: absolutely certain (5), almost certain (4) reasonably confident (3), educated guess (2), wild guess (1). Codes allow the captain to make an informed decision.

Listen to the entire question.

Make sure that you get every clue the question has to give.

Listen to related questions for clues.

The same information is unlikely to appear twice in one game. If there has already been a Michael Jordan question, exclude him as an answer in subsequent questions.

Use all of your time on a bonus.

This gives the team the opportunity to reach consensus with certainty and to determine how best to phrase the answer. Only if your team is behind and time is running out, should you consider giving an answer more quickly.

BONUS FORMATS

There are a number of formats for bonus questions. Be sure to practice each.



Multi-part bonus

– i.e., the moderator asks for one answer, gets it, then asks for and gets another answer, etc.; another form has the question asked in one part, with the team expected to give a list of answers at once. In the first case, the team has five seconds to come up with *each* answer. In the second case, it has five seconds *total* to generate its entire answer or list.

Single-part list questions.

You are asked for a list and receive points for each correct answer. In some cases, if you give a wrong answer, you are stopped and not given credit for any others. Be sure to give as many answers as are called for, even if you guess. If the question asks for the names of six states, give six, even if you are taking wild guesses.

Only 5 major league pitchers have ever thrown more than 45 consecutive scoreless innings. For 5 points apiece -- name them.

Answer: CARL HUBBEL, BOB GIBSON, WALTER JOHNSON, DON DRYSDALE, OREL HERSHISER

Multi-part questions linked by one theme or topic.

These two- or three-part questions will often cover diverse topics.

This science Bonus might have you saying Gee! before it's over, because each answer starts with the letter G. For 10 points each:

- 1. What chromosomal unit determines heredity?*
ANSWER: GENE
- 2. What astronomical system contains stars and nebulae?*
ANSWER: GALAXY

Multi-part questions in which a list is supplied in the question.

The 1940s, 50s, 60s or 70s? For 10 points each -- in which decade did these nations become independent:

- 1. Syria? Answer: 1940s*
- 2. Zaire? Answer: 1960s*
- 3. Mozambique? Answer: 1970s*

In this case, if you do not know the answer to one of the parts, it often pays to pick a likely answer and keep trying it. In this case, the team could simply keep trying the answer "60s" and hope to hit one.

Single-part, one answer questions.

These are difficult questions and are scored all or nothing. All players should listen closely to the question and then confer on the best choice as an answer. The captain should quickly look for consensus and then make a decision.

Through 1994, Congress granted the president what was known as "fast track" powers to negotiate commercial agreements with foreign nations. That power is now known by the abbreviation T.P.A. For 30 points, all or nothing -- what does T.P.A. stand for?

ANSWER: TRADE PROMOTION AUTHORITY

Questions arranging or selecting from a given list.

In this case it is important to take good notes. If the question asks you to arrange things, it is often a good strategy to select the two most extreme answers and then place the remainder into the middle positions.

If you've studied music, you've probably come across the terms: andante, lento, allegro, adagio and largo. They indicate different tempos. For 5 points apiece -- put them in order from the slowest to the fastest.

Answer: LARGO, LENTO, ADAGIO, ANDANTE, ALLEGRO.

Be sure you start at the right end of the list—in the above case, slowest. One of your teammates can keep working on the list, giving you the choices.

Sometimes the list will call for the team to include some answers and exclude others. Start by keeping those that are obviously correct and eliminating those that clearly don't belong. Then, you can work on those that are not so obvious.

If you are given a list and are asked to choose the one correct answer, always offer a response from the list. Never give answers like "The last one" or "The one in the middle." These are not acceptable answers.

Lastly, when called to answer, the captain must be sure to give the whole list *without stopping*. Once the moderator has detected a noticeable pause, the answer is considered complete. Remember, work as a team in creating the list, with the captain giving the answer for the team.

30-20-10 questions.

These questions are asked in three parts. Each part is an additional clue to the *same* answer. The general category is given in the lead-in to the question, so listen carefully: does the question ask for an author, politician, disease, state, etc.? The moderator will read the first clue and the team has five seconds to confer and give an answer. If they answer correctly, they receive the full 30 points and the game proceeds. If they do not, the second clue is read, this time for 20 points. If the team does not correctly answer, then the third and final clue is read. On this last clue, a correct answer earns the team 10 points. It is *always* worth guessing after each clue, because an incorrect response does not stop the bonus.

Identify this 3-syllable word after one clue for 30 points, after two for 20, or after three for 10:

1. It names the largest snake in North America, a non poisonous, up-to-9-foot-long snake still found in Georgia and Florida.
2. In botany, it names a genus within the pea family that has long been cultivated for dyes.
3. That genus is also used to name a deep violet-blue color obtained from those plants.

ANSWER: INDIGO

SPECIAL TOSS-UP & BONUS FORMATS

Calculation questions.

These questions begin with the call to get paper and pencil ready. While toss-ups ask players to calculate simple math problems, bonus questions are more likely to ask for more involved calculations.

Pencil and paper ready? Multiply the number of bases on a baseball field times the normal number of innings in a baseball game. For 10 points -- what's the product?

ANSWER: 36 ($4 \times 9 = 36$)

Spelling questions.

These questions typically have a definition and a word in the question. While several related words may make a spelling bonus, it is more common to ask for a term as the first part of a question and then ask for it's spelling as the second part.

The following women should be familiar to you, but -- for 10 points apiece -- spell the first names of:

1. SOJOURNER TRUTH
ANSWER: S-O-J-O-U-R-N-E-R
2. LEONTYNE PRICE
ANSWER: L-E-O-N-T-Y-N-E

Audio/Visual questions.

These questions are only used in the National Championship tournament. There are usually 4-6 per game and players are cued at the beginning of the question that it is an audio or visual question. Often these are montages: musical medleys, a series of pictures, etc.

Some works of art are recognizable at first glance. Let's hope these are. Take a look at this montage of five famous works of art and -- for 5 points apiece -- name the artist who painted them.

ANSWER: CLAUDE MONET, PABLO PICASSO, VINCENT VAN GOGH, SALVADOR DALI, ANDY WARHOL

WORKING THE CLOCK

Just as in every sport where time is important, good teams know how to work the clock. Each half is seven minutes long (eight at the Regionals and Nationals), but many teams soon realize that the last few minutes of each half can have extra importance.

One way to practice working the clock is to set up two-minute drills. Put two minutes on the clock and set up a situation: the game is tied, or one team is ahead by 100 points.

The team in the lead

As the clock is winding down, the team will want to use up as much time as possible in order to protect their lead and to keep the other team from scoring. They will wait to be prompted by the moderator before giving an answer. It is important *not* to actually stall at this point; to do so may invite penalties from the game officials.

The team trailing

Will try to score as many points as possible, as quickly as possible.

If there are only a few seconds left,

A player from a team which leads by more than five points may deliberately take an interruption penalty. This risky strategem may sometimes take enough time to eliminate an answer attempt from the trailing team. Even if the other team does correctly answer the toss-up, there may not be sufficient time to answer any part of the bonus, thereby accomplishing a similar end.

If time is running out,

The losing team might want to interrupt the reading of a bonus question in order to give an answer. However, beware, as the rule is that "only bonus questions that have been asked may be answered."

Since answers to bonus questions *must be started* before the clock hits zero and the buzzer or the whistle sounds, it is crucial to keep track of the time in the waning seconds. One of the players should do a final "count down" so that the captain can judge at what point in the reading of the question to begin answering.

On a toss-up question the player must *buzz in* before the clock hits zero and the buzzer or whistle sounds. If a team is behind by five or ten points, it is worth buzzing in as the final second clicks off the clock, even if it's only to make a wild guess. Perhaps that wild guess will be right. However, if the game is tied, a player should not buzz in unless *sure* of the answer, as an incorrect interruption will cost you five points *and* the game.

WORKING THE CLOCK (CONTINUED)

If a team has a big lead,

It is sportsmanlike to play in such a way as to minimize the humiliation to the other team.

Wait to be recognized.

A "correct" answer given without recognition is a wrong answer and you run the risk of providing your opponent with the correct answer.

Wait for the toss-up question to be finished if the other team has already been penalized five points.

This is a free shot for the second team. Use the opportunity to your advantage.

Don't shout out answers when conferring on bonuses.

The game officials are likely to take this as your team's answer, if they think it is being directed toward them.

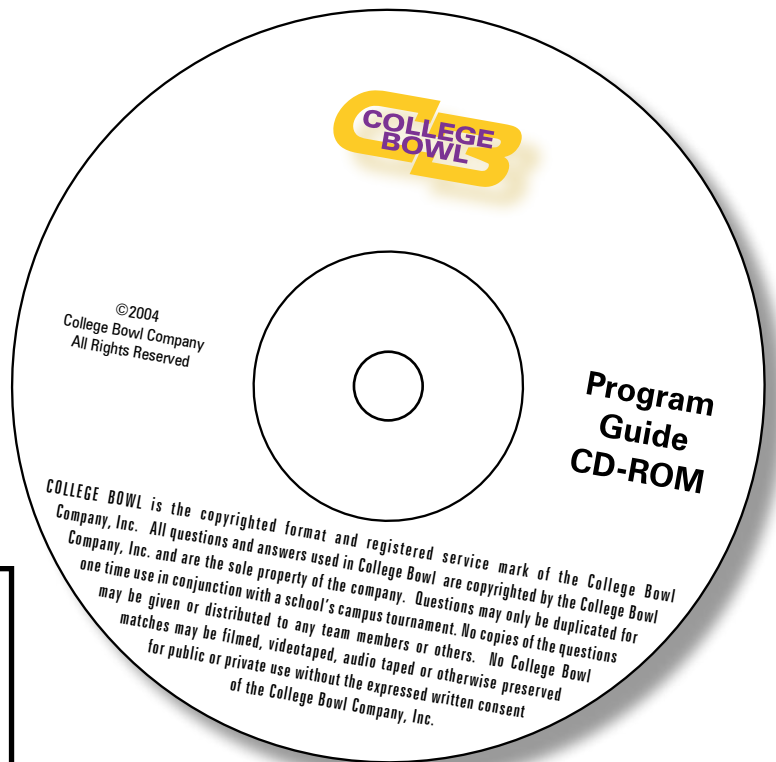
Always confer on a Bonus.

Even if you are confident of your answer, you owe your teammates a chance to give their input; after all, you may have overlooked something.

A variety of pre-designed tournament charts that accommodate up to 32 teams in your campus tournament.

Newly designed score sheet that helps track player performance and reduces scoring errors.

There are lots of great resources on the CD-ROM



A comprehensive Rules Quiz, with answers and explanation, for use in game official training and player preparation.

Question-writing templates in Microsoft Word format so players can develop practice questions of their own.