



LifeSmarts

Learn it. Live it.

LifeSmarts Official's Guide

Welcome! Thank you for joining us in Seattle for the 21st annual National LifeSmarts Championship! LifeSmarts is successful because of the commitment made by you and your organization to support this meaningful, real-world consumer education program for teenagers. As a LifeSmarts official you are our guest, and we invite you to participate in all meals and activities the day(s) you volunteer.

By taking time to volunteer at the National LifeSmarts Championship you provide a positive role model for our high school participants. The students have worked very hard to make it to the national level, and they appreciate your help and contribution to the program.

Please take time before the officials' orientation to review the responsibilities for your volunteer assignment. We will provide an overview at the orientation where you will also have the opportunity to ask any questions you may have.

The role you play is very important to the success of LifeSmarts. We couldn't do it without you! Thank you.

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CHALLENGE JUDGE

1. The Challenge Judge(s) receives challenges from the Referees at every break.
2. The Challenge Judge reviews each challenge and rules as quickly as possible. If the Challenge Judge accepts a challenge, the team is awarded 10 points.
3. Challenges and the decisions about them will be posted on the Challenge Board near registration.

LIFESMARTS CHALLENGE RULES

1. Captains have Challenge cards in their team packets, which they must bring to each match.
2. Teams may challenge two Challenge Questions per team, per buzzer match.
3. Any team member who answers can declare his or her challenge intent immediately after the question by showing the team's challenge card.
 - a. The Head Judge will use a Challenge Form and write down the answer that is being challenged
 - b. No Coach assistance or information is allowed; coach interference results in the Challenge being denied
 - c. After the match, the Challenge form is completed on stage before the team leaves. The team member who challenged the question takes the lead in completing the Challenge Form
 - d. The Captain is responsible for turning in the form to the Referee
4. The Challenge Form is given to the Referee, the Referee attaches the question/answer being disputed from the question book, and takes the form to the registration desk where it is given to the Challenge Judge(s).
5. No points will be deducted from a team because of a challenge; 10 points are added for each accepted challenge.
6. Team scores will be adjusted with successful challenges. Challenges will be posted on the Challenge Board near the registration desk.
7. The decisions of the Challenge Judge are final.
8. Challenges are allowed in every buzzer match.

JUDGE

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** Sit up front at the table marked “officials.” The Head Judge should sit in the middle.

1. Judges have jurisdiction over the questions and answers. **Do not change the wording of any question.** If you feel a question is incorrect, replace it with an “extra” question found at the end of the round of questions you are using. Be sure the Question Master has the same question. (Please give to League staff any questions that you have replaced.)
2. One Judge will be designated as Head Judge. This person will communicate the Judges’ decision to the audience. Please use your microphone.
3. If the Question Master defers to you for a decision and you must discuss the decision, please be aware of the following:
 - a. Cover the microphone so others do not hear you.
 - b. Be sure the players cannot read your lips or see what you are discussing – this could be an advantage to the other team.
 - c. Make your decision quickly – within 10 seconds when possible.
 - d. Don’t explain why you will or won’t accept an answer.
 - e. Please use language such as: “Yes, that is a correct answer,” or, “No, that is not a correct answer.”
4. If a player challenges an answer, the Head Judge will use the Challenge Form to note the answer given by the student. After the match this form should be given to the student to complete on-stage before the team leaves the dais.
 - a. The Challenge Judge will rule on questions challenged by students. Rulings are final and decisions are posted on the Challenge Board near registration.
5. The Referee is the only official who can stop the match to explain rules or procedures. The Referee may seek your assistance in making a final determination.
6. The players and teams look to you for fairness. Please take this responsibility seriously.
7. Guard your question books. Do not leave them unattended or open when not in use.
8. Ask the players to use their microphones if you cannot hear them.
9. You may ask a player to repeat his or her answer, but do not ask a player to expound upon his or her answer.
10. Return your question book to the Master of Ceremonies at the end of the competition.

MASTER OF CEREMONIES

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** Please meet and greet the officials and be sure they are ready to begin on time. Get information from them so you can introduce the officials quickly.

1. Open the session on time. Use the podium and microphone.
2. Stay as close to the script as possible. It is important that all “housekeeping” details be given in your competition room. This is the only time some of these items will be announced.
3. Let the League staff at the registration desk know if you have any problems or concerns.
4. Be sure the state names are posted at the beginning of the competition and changed at the end of each round. Seat teams alphabetically from left to right.
5. Collect the Question Master and Judges’ question books after the competition. **THESE MUST BE RETURNED TO THE LIFESMARTS REGISTRATION DESK IMMEDIATELY** after the competition. You may also bring them there during longer breaks.
6. Remind the Scorekeeper to return the back-up scoresheets to the LifeSmarts registration desk at each break.
7. End the competition by thanking everyone for coming. Thank the officials and Question Master.

QUESTION MASTER

Competition must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** Sit up front so you will be close to the Master of Ceremonies.

1. The Master of Ceremonies will open the competition and introduce you. The MC will also convene the group after a break and make a few closing reminders.
2. Review questions prior to the competition. Don't change any wording or answers. If you feel something is incorrect, go over the issue with the Judges. The Judges will decide if a question should be pulled.
3. Stay positive. Even if a player gives an incorrect answer, try saying something like, "good try." Remember – the players are nervous and take the competition very seriously.
4. Defer to the Judges regarding answers provided. If a player gives an answer that is not in your book, you **MUST** defer to the Judges. The Judges will decide if the answer is correct.
5. The Referee may interrupt the competition to explain rules or procedures.
6. Please remind the players to speak into the microphones and to project their voices.
7. In the team-plus question rounds, please follow these rules:
 - a. Have all players check their buzzers before the team-plus questions. This is in the script.
 - b. The first question will be open to the first player on each team. (Start with the players seated on the far left of their teams. The second question will be asked to the second players on each team, and so on until each player has had the opportunity to answer one question.)
 - c. When the first player buzzes in the player's light will come on, and all other buzzers will be blocked.
 - d. **YOU MUST CALL THE PLAYER'S NAME** in order for the player to answer. If a player does not wait for his or her name to be called, the player forfeits the opportunity to answer the question.
 - e. Players cannot discuss answers; the person who buzzes in must provide an answer.
 - f. If an incorrect answer is given, you may re-read the question for the other eligible player. This will continue until a correct answer is given, each team has one chance to respond, or time runs out and no one buzzes in.
 - g. If the player answers the question correctly, the player's team has the opportunity to answer two related questions. The second and third questions are team questions, and the Captain will provide the answers. Only the team

that controlled the first question will have the opportunity to answer the second and third related questions.

- h. If the team does not correctly answer the second related question, the third question is not read.
8. In the lightning round, please follow these rules:
- a. Have all players check their buzzers. This is in the script.
 - b. Read the toss-up question, call on the student who buzzes in, then they have 5 seconds to answer. If the answer is correct, that student's team chooses their lightning category first.
 - c. The team that won the toss-up and chose their category first will begin. The team may work together and the Captain will give the answers. The team has 2 minutes to answer 10 questions. Time is up when the buzzer sounds, even if all questions were not read.
 - d. Read the first question, and once the Captain provides an answer or says, "Pass," immediately begin reading the next question. Teams do not need to wait for an entire question to be read before responding. If a team passes a question you do not return to it.
 - e. The Judges are scoring the round as you go, and will provide the team's score at the end of the round.
 - f. Each correct answer is worth five points.
9. In the challenge round, please follow these rules:
- a. Have all players check their buzzers before the challenge round. This is in the script. If a player buzzes in **BEFORE** you complete the question, you must **STOP** mid sentence; you must call on the player by name; the player must answer within 5 seconds. If the question is answered correctly, read the entire question for educational purposes.
 - b. If a player buzzes in **BEFORE** you complete the question, you must **STOP**; you must call the player by name; if the player's answer is **INCORRECT**, **DO NOT** give the answer, but begin re-reading the question (players on the other team have the opportunity to buzz in and give an answer). If a player buzzes in, you must **STOP** again and call the new player's name. Each question may be read once for each team. If no one gives the correct answer, re-read the entire question and answer for educational purposes.
 - c. **YOU MUST CALL THE PLAYER'S NAME** in order for the player to answer. If a player does not wait for his or her name to be called, the player forfeits the opportunity to answer the question.
10. If you make an error in reading a question you may throw it out and use one of the extra questions at the back of that round of questions.
11. Remember, the players look to you for fairness and professionalism.
- a. Use your microphone so all can hear you.

- b. Guard your question book at all times; do not leave it unattended or open when not in use.
 - c. Stay positive and upbeat.
 - d. Avoid any comments about politics, states, teams, officials, etc. These comments may be misinterpreted.
 - e. Be sensitive to the teens' perspective. The players are nervous, excited, and competitive.
 - f. If you have a question, ask the Referee. The Referee is the main official in the competition.
12. Return your question book to the Master of Ceremonies immediately after the competition is complete.

REFEREE

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** Sit up front. It is very important that all competitions follow the same rules and procedures. There are two Referees assigned to each competition. One of you will run the buzzer system, and one will serve as the Referee for the match.

A Referee is the **ONLY** official who can stop a match. (For example, the room monitor may ask you to stop a match if the audience appears to be assisting players. Or, you may wish to stop a match to clarify a rule.)

1. TEAM-PLUS QUESTIONS

- a. **Only the players who are eligible for that question may buzz in.** When a player answers correctly, his or her team has the opportunity to answer two additional questions. The second and third questions are team questions, and the Captain must give the answer. If the team does not correctly answer the second question, the third question is not read. The Question Master may then read the second Team-Plus question for the second players on each team. This continues until four questions are read.

2. LIGHTNING ROUND

- a. Lightning rounds begin with one open-ended toss-up question. All players are eligible to buzz in, be called upon, and answer. The team that answers correctly will choose their lightning round category first. Each category contains 10 related open-ended questions.
- b. The team that won the toss-up and chose their category first will begin. The team may work together and the Captain will give the answers. The team has 2 minutes to answer 10 questions. Time is up when the buzzer sounds, even if all questions were not read.
- c. The Question Master will read the first question, and once the Captain provides an answer or says, "Pass," the Question Master immediately reads the next question. Teams do not need to wait for an entire question to be read before responding. If a team passes a question you do not return to it.
- d. The Judges are scoring the round as you go, and will provide the team's score at the end of the round.
- e. Each correct answer is worth five points.

3. CHALLENGE ROUND

- a. A player may not answer until the Question Master calls his or her name; if a player answers and is not recognized by the Question Master, the player's answer does not count and the team forfeits the chance to answer. The Question Master re-reads the question for the other team.

- b. The Question Master may read a challenge question at least once for each team. If a player buzzes in, and the Question Master hasn't re-read the question, this counts as a re-read.
- c. The Question Master must stop if a player buzzes in before the question is completed; the Question Master must call on the player by name; the player has 5 seconds to respond once his or her name is called. If the player is incorrect, the Question Master re-reads the question; players from the other team may buzz in again before the Question Master is finished. If a question has been answered correctly, or each team has had one chance to answer but the question has not been fully read, the Question Master should always re-read the entire question and answer for educational value.
- d. If the Question Master reads the answer before the second team has a chance to buzz in, replace the question. Use a new question for the team that has not yet had a chance to respond – extra questions are found at the back of each round of questions.

4. CHALLENGE PROCEDURES

- a. Players may challenge the Judges' decision when their answer given to a challenge question (those worth 10 points) is not accepted. The Referee collects the Challenge Form from the Captain, attaches a copy of the disputed question (from the question book), and brings the form to the registration desk for the Challenge Judge.

5. GENERAL RULES

- a. Judges should not provide the correct answers; they only determine if an answer is correct or not.
- b. Referees are the only officials who may stop the competition to explain rules or for any other cause.
- c. If the Question Master makes an error in reading a question or gives an incorrect answer, you must correct the situation immediately.
- d. Captains must always be on stage and do not rotate in and out during competition.
- e. Alternates may rotate in only at the end of a round. (During Saturday matches alternates may rotate in between the team-plus and challenge questions only. During Sunday matches alternates may rotate in between the lightning and challenge questions.)
- f. A player must start to answer before the "beep" of the timer/buzzer system. Once the beep is heard, the player may not answer.
- g. If two answers are given, or if a player changes his or her answer, you must accept the first response.
- h. Use the microphone when communicating your decisions. Be sure the players use the microphone, and ask them to project their responses to be heard by the Judges.
- i. It is important that all competitions be consistent.

- j. If your state's champion team is competing in a match in your room, you should switch places with another state coordinator who does not have a team competing in that round.

SCOREKEEPER

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** Sit up front at the table next to the officials.

1. Each competition room will have a Chromebook and plasma screen to use for scoring.
2. The second Scorekeeper (possibly the Referee) will use pre-printed scoresheets provided. (This is so you can compare notes.)
3. Your decision and tabulation of the scores is final. Please be sure to check your totals.
4. When keeping score:
 - a. Mark boxes to indicate correct scores. The score will automatically tabulate.
 - b. Use your second Scorekeeper to verify all scores.
 - c. The Question Master will either read the scores or ask you to do so.
 - d. Return the small scoresheets to the LifeSmarts registration desk at each break.
5. Scoring a LifeSmarts match:
 - a. No points are deducted for incorrect answers.
 - b. 5 points are awarded for each correct answer in the team-plus round.
 - c. 5 points are awarded for correct toss-up questions and lightning round questions.
 - d. 10 points are awarded for correct answers in the challenge round.
 - e. 1 point is awarded for correct answers to tiebreaker questions (these are used in the Round of 16 and later matches only).
 - f. In the semifinals and finals teams will do a team activity worth up to 40 points. The Judges will determine the points awarded. Please note the score assigned by the Judges.

TIMEKEEPER

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.** You have a very important responsibility – you will be operating the buzzer system and clock throughout the competition. It is important that all competitions be consistent.

1. TEAM-PLUS ROUND

- a. You will hit the 5-second clock when:
 1. The Question Master finishes reading the toss-up question
 2. A player buzzes in and the Question Master calls his/her name
- b. You will hit the 10-second clock for the add-on questions when the team confers and the Captain provides the answer.
- c. If the Captain takes too much time to answer, and the clock counts all the way down to zero, the buzzer will buzz. This tells the Question Master and Referee that the Captain has missed the opportunity to respond.
- d. Hit “zero” after an answer is given so the buzzer will not sound.

2. LIGHTNING ROUND

- b. You will hit the 5-second clock when:
 1. The Question Master finishes reading the toss-up question
 2. A player buzzes in and the Question Master calls his/her name
- c. You will hit the 2-minute clock when the Question Master begins reading the Lightning Round set.
- d. Once a team finishes 10 questions, hit the “zero” button so the buzzer system does not buzz.
- e. Allow the buzzer to sound if the team has not finished. They are done answering questions when the buzzer sounds.

3. CHALLENGE ROUND

- a. You will hit the 5-second clock when:
 1. The Question Master finishes reading the question (remember, these are all open-ended questions)
 2. A player buzzes in and the Question Master calls his/her name
- b. The Question Master must stop if a player buzzes in before the question is completed; the Question Master must call on the player by name; the player has 5 seconds to respond once his or her name is called. If the player gives an incorrect answer, the Question Master re-reads the question; players from the other team may buzz in before the Question Master is finished.

- c. Once a player gives an answer, hit the “zero” button so the buzzer system does not buzz. (Do not hit the “R” button to re-set the buzzers – the Question Master and Judges may still be conferring about the answer, so leave the player’s buzzer lit up.)
- d. If a player does not respond, allow the clock to count down and the buzzer to buzz. This tells the Question Master and Referee that the player has missed the opportunity to respond.
- e. If no player buzzes in to answer the question, hit the 5-second button when the Question Master finishes reading the question, then allow the clock to count down to zero and the buzzer to buzz. Then the Question Master may give the correct answer and move to the next question.
- f. Players must start to answer before the timer system buzzes. Once the buzzer is heard, the players cannot begin an answer.
- g. You will hit the “R” or re-set button when one of two things happens:
 - 1. The Question Master tells the player the answer is correct (hitting the re-set button in this case re-sets the buzzers for the next question).
 - 2. The Question Master tells the player the answer is incorrect (hitting re-set in this case allows new players to buzz in for the chance to correctly answer the question).

ROOM MONITOR

Competitions must begin on time. **Please arrive at your competition site 10 minutes prior to the event.**

Your role is to ensure the following:

1. The audience is not providing answers to the teams.
2. Entrance to the room is restricted during a competition.

Key Points

1. One monitor should be in front or to the side, facing the audience. Remember – your role is to watch the audience.
2. One monitor should be by the door. People may leave during a match, but may not re-enter until the break. (Exceptions to this are League staff and the media only). There are concurrent sessions going on using the same competition questions. This is why people cannot enter during a competition.
3. You may ask the Referee to stop the match if you feel the audience must be reminded about proper behavior. You and the Referee may decide to ask a person to leave if they do not follow your guidelines.

REMEMBER – Accusations of cheating are very serious. **Please be sure your observations are correct.** Discuss your concerns **ONLY** with the Referee. The players and team members expect you to be fair and consistent.

Seek the assistance of the Referee if you have any questions or concerns.