1. Introductions
   - Introduce officials, ask students to introduce themselves and test the buzzer system, and ask coaches, then alternates to introduce themselves, and sit in the back of the room.

2. Rules
   - Read the “Important Rules” at the start of each game and before the TCQ segment.

3. Reading the Questions
   - Announce whether it’s a toss up, bonus, or team challenge question.
   - For buzzer questions; announce whether multiple choice or short answer, subject category, then read the question.
   - For team challenge questions; announce topic, amount of time and when to begin.
   - The moderator, science judge, or rules judge will announce when a player “interrupts” and will inform the teams which official is making this announcement before each match.

4. Challenges
   - Only players (not audience, coach, or alternate) may challenge a Moderator’s ruling on an answer.
   - The science judge will make a ruling or take the challenge to the Judges’ Appeals room. If the team disagrees with the first ruling, the challenge must go out of the room to the Judges’ Appeals room where all decisions are final.
   - All challenges to the rules will collectively be decided upon in the room. If the team challenges the same rule a second time, the challenge must go to the Head Rules Judge in the Judges’ Appeals room.

5. Warnings
   - Warnings may be issued to individual players, entire teams competing, or to members of the audience. Remember to stop the clock to discuss with the other officials if a warning is needed!
   - More than two (2) warnings results in disqualification.

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

7. Who Won?
   - Fill out official score sheet. Ask Captains to initial the score sheet.

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