**TSJCL Area F Competitive Certamen – PROCEDURES AND RULES**

**REVISED 8/18/2012**

Based on the NJCL Competitive Certamen Procedures and Rules

Certamen is a game of fast recall of facts about classical civilization and its peoples, languages, and cultures. Students are to be commended for the hard work they put forth in preparation for this competition. The following guidelines are presented with the purpose of making the competition run as fairly and smoothly as possible.

***1. Levels of Competition***

There are four levels of competition: Middle School, Novice, Intermediate, and Advanced. The Middle School level is ONLY for students who are in middle school. The Novice level is primarily for students who are in high school Latin 1, though middle school students who will complete Latin 1 in only one year may compete on a Novice team if they wish. Any student who has previously played competitive certamen at the TSJCL or NJCL conventions may no longer play in the Middle School or Novice levels, but must play Intermediate or Advanced. The Intermediate level is primarily for students who are in Latin 2, though Latin ½ and Latin 1 students may compete on a Intermediate team if they wish. The Advanced level is primarily for students who are in a level higher than Latin 2, though any student may compete in the Advanced level if he or she wishes. The competition is open only to members of the Junior Classical League who are currently enrolled in a Latin class. No student may compete in more than one level or on more than one team in the same level.

***2. Number of Teams***

Schools typically may enter an unlimited number of teams in each level of play; however, a tournament sponsor may limit the number of teams per school because of space or other constraints. Schools willing to bring more than one machine or to supply more than one moderator may be able to enter more teams. Please note that each school may only enter one team per level at the Area F Convention.

***3. Schedule of Play***

In each of the three levels of competition, teams will play two or three preliminary matches. The ladder of play is determined by a random draw before the start of the tournament. Team captains who are not present at the time for the draw, as specified by the tournament sponsor, will forfeit their right to compete in the tournament. Coaches will NOT be allowed to draw on behalf of team captains. After these three preliminary rounds, the three teams in each level that have the highest cumulative scores from the preliminary rounds will advance to the final round of competition for that level. The only exception is that only one team from each school in each level will be allowed to compete in the final round. This rule will not come into play at Area F Convention, however, as only one team per school per level may play at the convention. If there is a tie for the third spot in finals, a tie-break round will be played to see who advances to finals. (See #15 below.)

***4. Alternate Players and Substitutions***

A team consists of up to four players during each round, but schools are welcome to register up to four alternate players. These alternate players may compete during any round of competition, but they must play the entire round. No substitutions are allowed during a round. Additionally, players and alternates may not switch teams during a tournament. Once players and alternates have been assigned to a team for the tournament, they may not play with any other team, even if the other team is from their same school.

***5. Certamen Staff***

The Certamen staff consists of the tournament host, all moderators, scorekeepers, and the people who run the buzzer machines.

***6. Code of Conduct***

All players and coaches are expected to conduct themselves throughout the entire Certamen process with courtesy, dignity, and respect for other teams and for the Certamen staff. Parents and audience members are merely spectators and should not be involved in any challenges to the round or discussions about the events during a round.

***7. Format of Each Round***

A round consists of fifteen or twenty questions, each of which consists of a toss-up and two bonuses. A round with only two teams present will have fifteen questions, while a round with three teams will have twenty questions. The final round will always consist of twenty questions, regardless of number of teams participating. A correctly answered toss-up earns the team ten points, while each correctly answered bonus question earns the team five points. Thus, up to 400 points may be earned in a round. Questions from a number of categories are included in a round; the distribution of questions in each round should be:

***A. Middle School, Novice and Lower***

* 10 language skill
* 5 Roman history or life
* 5 mythology

***B. Upper***

* 8 language skill
* 4 Roman history or life
* 4 mythology
* 4 literature

In order to make rounds fair for teams playing in rounds of only fifteen questions, the questions should be distributed evenly throughout the round, taking particular care to ensure proper distribution in the last five.

***8. Materials Allowed During Rounds***

Players may bring with them to the table their own writing instruments and paper on which to write during the round. Such paper must be blank at the start of a round. Players must be careful not to look at what their teammates are writing during a toss-up question, though on bonus questions players are encouraged to look at their teammates' writings. Players are also permitted to bring team mascots and good luck tokens as long as such items are not deemed by the Certamen staff to be distracting or inappropriate.

***9. Toss-Up Questions***

As the moderator begins to read a toss-up, any player on any team may interrupt the reading of the question by pressing his or her buzzer. Pressing the buzzer indicates the player's desire to give an answer immediately upon being recognized. A player should NOT press the buzzer in order to have information repeated, clarified, or spelled. When a buzzer is pressed, the moderator will stop reading the question and the spotter will identify the signaling player by team letter and player number (e.g. A4, B3, C2). Upon being recognized by the spotter, **a player is expected to give an answer** **within 1-3 seconds, the exact length of which will be determined by the moderator**.If a player answers a toss-up correctly, the team earns ten points and the right to answer two bonusquestions for five points each. If a player answers a toss-up incorrectly, then no other person on that team may givean answer to that toss-up. If more than one person signals at nearly the same time, the spotter will identify eachplayer who signaled in the order that they signaled until a correct answer is given or all answers are incorrect.A toss-up will be read in its entirety no more than twice. If no team signals within five seconds after thesecond complete reading, time will be called on that tossup.

***10. Requests for Repetition or Spelling***

Any request for repetition or spelling during a toss-up CANNOT be made after pressing the buzzer. A player wishing for such information should simply speak that request loudly and clearly to the moderator WITHOUT pressing the buzzer. If no team has signaled, the moderator will comply with the request unless the question has been read in its entirety twice. A toss-up may only be read twice by the moderator, not including interruptions due to signaling by players. After reading a question from start to finish twice and no team has given a correct answer, the moderator will reveal the correct answer and continue to the next toss-up.

***11. Disqualification During Toss-Ups***

* If a player signals but answers a question before being verbally recognized by the spotter, then that team may be disqualified from answering that toss-up.
* If a player signals but someone on another team answers first and without being recognized, the other team is disqualified from that question and the player who signaled may answer the question after being recognized.
* If a player signals but someone else on his or her OWN team answers without being recognized, that team will be disqualified from that question. Other teams may still signal and answer when recognized.
* If a player signals accidentally (say, due to "nerves") after the moderator has begun reading the question, the player must give an answer when recognized. If the accidental signal is made before the moderator has begun, a warning will be given to the player on the first instance; any subsequent occurrences of this nature will result in the player being required to give an official answer to the question, none of which he or she will have heard.
* If a player attempts to stall his or her answer by repeating part of the toss-up as part of his answer, one warning will be given for a player not to do that. Any subsequent stalling in this fashion by that player will result in the team's disqualification from that toss-up.
* Consultation will result in disqualification from a toss-up. Consultation is defined as giving or receiving assistance to a teammate during a toss-up. Consultation will be declared only by the moderator, though other Certamen staff members may advise the moderator of suspected consultation. Consultation may not be called by any audience member, including coaches or parents. If a coach sees potential consultation during a round, he or she should raise his or her hand and report the observation to the moderator who will be responsible for evaluating the complaint. Consultation will result in the team being disqualified for that question. This assistance can include speaking, writing messages, eye contact, nudging, throat clearing, or any other activity that the Certamen staff feels is serving as communication between players. Each player should basically ignore his or her teammates during the reading of a toss-up, acting as if those players were not present next to them. Consultation also includes audience members or coaches calling out or even whispering information to a player during a round.

***12. Answering the Toss-Up Question Appropriately***

* A player should be careful to answer the question as asked. A player who buzzes before the end of the question is gambling that he or she knows for what answer the question will ultimately ask. For example, if the question reads, "Two brothers vied for power in the founding of Rome. Which one prevailed?" and a player buzzes early and says, "Romulus and Remus", that answer is clearly wrong.
* If a player's answer (after buzzing early) contains many pieces of extraneous but correct information, the moderator will ask the player to narrow down his or her response to ONLY the elements that would have been asked for. For example, suppose the question begins, "Distinguish in meaning between cur and ..." and a player buzzes early and says, "cur means 'why', curro means 'run', cura means 'care', and curo means 'take care of'", the moderator will ask the player to specify which elements of this lengthy answer fit the question as it would have been asked. If a player cannot do this, his or her answer will be counted incorrect. This situation also applies to toss-ups asking for a specific part of an English sentence to be given in Latin.
* If a player interrupts a multiple choice question, he or she must be prepared to NAME the needed element. A player cannot call the answer by letter or say "the next one" or "the last one" or "the first one".
* For questions relating to the Latin language, if a player is recognized and pronounces his or her answer but then chooses to spell it and spells it incorrectly, the answer will be counted as wrong.
* The moderators must have reviewed the questions before they are asked and will have agreed how much of an answer is necessary for each question. A moderator might then ask a player for additional information if an answer is seemingly correct but imprecise. For example, to the question "Who defeated Hannibal at Zama?" the answer "Scipio" is insufficient since there are so many Scipiones in Roman history. The moderator would ask for a more specific answer, in which case the player would have to give as much of the answer as was deemed sufficient for that question by the moderators.
* Unless otherwise specified, any question asked in Latin must be answered in Latin, and correct syntax must be maintained. For the question, "Quot oculi tibi sunt?", only "duo" (the nominative form) would be acceptable; neither "two" nor "duos" would be acceptable, but the complete sentence, "Habeo duos oculos" WOULD be acceptable. If the answer to be given in Latin is a proper name, it must be pronounced in Latin; saying "Sissero" instead of "Kikero" or "Seezer" instead of "Kaisar" would be incorrect. An exception to this rule is a question which begins with "Quid significat..." (what does \_\_\_ mean?); answers to this type of question should be given in English, not in Latin.
* If the toss-up question instructs a player to carry out a command, the player should wait to be recognized before performing the command.
* Unless otherwise specified, a vocabulary item in Latin should be referred to by the first form to be found in a Latin dictionary. This form is generally nominative singular for nouns and masculine nominative singular for adjectives, though there are exceptions; for verbs, either the first principal part or the second principal part may be given unless otherwise specified. If a question asks for the definition of the verb porto, then "carry" or "to carry" or "I carry" are acceptable. If a question asks for the definition of the verb FORM porto, then "I carry" would be acceptable but "carry" or "to carry" would not. Be sure to note whether or not a verb FORM is being mentioned or requested, as that is different from a request or mention of just a verb.
* Unless otherwise specified, archaic, poetic, or other non-standard forms are NOT acceptable unless the player also indicates the exceptional nature of the answer. If the question says, "What is the present passive infinitive of duco?", then "ducier" is unacceptable unless the player says something like "ducier, but that's the archaic form".
* If a mythology question stipulates either Greek or Roman culture specifically, then the answer must also correspond to that culture. The wife of Zeus is Hera, not Juno, since both Zeus and Hera are the Greek names. Unless otherwise stated, a question of this nature will continue with that same culture in the bonuses. If the Zeus/Hera toss-up had a bonus asking who their son was, Ares, not Mars, would be correct. When neither culture is specified, then an answer from either culture would be acceptable, but the culture selected by the player must be used in answering the subsequent bonuses for that question.
* No matter how obvious it may be, all years named as part of an answer MUST include the designation B.C. or A.D. (or B.C.E or C.E.). If no such designation is given by the player, the moderator will prompt the player to make the designation.
* Be careful about changing your answer while giving it. If you speak only part of a word (not the whole word) and catch yourself, you may correct your error with no penalty (for example, you say "Parthe-- I mean Pantheon"). If you complete an entire word that you realize is incorrect, you may not correct that word in your answer (for example, you say "Parthenon -- oops, I mean Pantheon"). In both of these instances, it will be the decision of the moderator as to how much was said. If you spell your answer and catch an error as you are spelling it, it will be the decision of the moderator whether or not to accept your answer (see section 12 below).
* For questions in which a passage is read and a question is then asked about the general content of the passage, it will be acceptable for the player to paraphrase. If the question asks for specific information from the passage, the answer must give that specific information.

***13. Clarification of Answers by the Moderator***

The moderator may, for the sake of clarity, ask a player to spell his or her answer. If the answer involves Latin grammar, vocabulary, or forms, the spelling by the player must then be EXACT in order for the answer to be counted as correct, **including macrons**, if they are significant. In other question categories, the moderator will decide whether to accept approximate spellings as correct.

***14. Bonus Questions***

After answering a toss-up correctly, a team will be given two bonus questions worth five points each. Team members are permitted and encouraged to discuss their answer before giving it officially. **A time limit of fifteen seconds is imposed on each bonus question**, beginning at the conclusion of the first reading. If no answer is given after fifteen seconds the moderator will prompt the captain for an immediate answer. If no answer is given in the next couple of seconds, the moderator will call time and accept no answer for that bonus. If a team asks for a bonus question to be repeated or part of it to be spelled, those repetitions WILL be counted toward the team's fifteen second time limit; in other words, the clock ‘will not stop’ for repetitions or clarifications. However, the moderator may still choose to give more than fifteen seconds on a bonus question in certain situations, including but not limited to the following: 1) a misstatement of the question by the moderator; 2) a lengthy bonus question, such as an oral comprehension question; 3) the moderator senses a genuine lack of understanding or perception by the team. The official answer to a bonus question should be given by a designated team captain whose identity has been made known to the Certamen staff before the round has begun. A captain may defer his or her authority to another player for a specific answer if the captain feels uncomfortable or uncertain about giving that answer. Team members should be careful to speak in low tones when discussing their bonus answers; if a remark is made loud enough to be heard beyond the table, it might be construed by the moderator as an official answer. If a team does not know the answer to a bonus question, the captain may guess an answer or may simply say "We don't know" or "No answer".

***15. Challenges and Score Modifications***

If a player or coach wishes to challenge the accuracy of an answer during the first three rounds of play, then he or she must do so within fifteen minutes of the conclusion of the round. If the challenge is made during the round, the moderator will note the grounds for the challenge. If the dispute involves a toss-up, the moderator might require that the disputing teams write their answers to the bonus questions so that their correctness may be checked and points assigned later when the toss-up dispute is settled. A resolution of any disputes in the first three rounds will be made before the final round of play begins. After the preliminary rounds, the tournament sponsor and ALL moderators from the level in question should gather to discuss the dispute. If the coach of any of the teams in the disputed round is a moderator in that level or the tournament sponsor, he or she should withdraw from the discussion so that there will be no conflict of interest. If a resolution involves a toss-up question, it may require that two teams be brought together to play a make-up question before the final round. If a player or coach wishes to challenge the accuracy of an answer during a final round, such a challenge must be made to the moderator BEFORE the start of toss-up 20, unless it pertains to toss-up 20. Once the final score has been read and / or teams have been allowed to leave their seats, no new challenges will be accepted. The Certamen staff should carefully review each round after its conclusion to ensure that all rounds were played accurately and fairly. In some instances score adjustments may be made after the first three rounds when errors are discovered, such as answers that were not accepted but should have been counted as correct, or answers that were erroneously accepted as correct. **Please note that parents are NOT allowed to launch a challenge.** Parents should not address concerns or problems to moderators, rather they should take their questions to their child’s teacher. Parents who do not follow this protocol may be asked to leave the tournament and/or barred from attending future tournaments in Area F.

***16. Tiebreakers***

In the preliminary rounds, a tie at the end of a match will not be broken, since qualification for the final round is based on total points scored and not on a team's win-loss record. If at the end of the three preliminary rounds of play there are two teams in the same level with identical cumulative scores, a short tie-breaker round will be played, either to determine which of the teams advances. The tiebreaker shall consist of five toss-ups with no bonuses. In the Middle School, Novice and Lower Levels, the five toss-ups shall include the following: three language questions, one mythology question, and one history question. In the Upper level, the five toss-ups shall include the following: two language questions, one mythology question, one history question, and one literature question. If the tie-breaking round results in another tie, similar tie-breaking rounds will be played as long as is necessary. If at the end of the final round there are two teams with identical scores, a tie-breaking round will be played as outlined above. Only the teams involved will play the tie-breaking round. As in a regular round, no protests will be allowed after the tiebreaker round has concluded. Once teams have been allowed to leave their seats, no new challenges will be accepted.

***17. The Final Round***

The final round in each division of competition will feature the three top teams in that division. However, in pre-Area tournaments, no more than one team from each school in each level may advance. The format and procedures for this round shall be the same as all other rounds, except that all protests must be filed before toss-up 20 begins unless the challenge pertains to toss-up 20. The seating of teams at the three tables for the final round shall be determined not by a random draw but based on the cumulative scores of those three teams during their previous three matches. The team with the highest cumulative score will be given first choice, the second highest team will have the second choice, and the third highest team will sit in the remaining spot.

***18. Representation of Area F at the TSJCL Convention***

**A. Middle School and Novice - The two coaches of the first place teams in both Middle School and Novice divisions will be responsible for co-coaching the Area F Novice team for the state competition.** A formal tryout must be held to determine the eight students (four players and four alternates) who will be on the TSJCL team. That tryout MUST include any interested players from Area F on the first year level. Alternates should be given the opportunity to continue to challenge for a chance to play until a week before the TSJCL Convention.

**B. Intermediate and Advanced**

**i. If no team beats the others in the final round at the Area F convention by 50 points,** then the winning team’s coach will be responsible for inviting all the players from the final round to practices for the TSJCL Convention. A formal tryout must be held to determine the eight students (four players and four alternates) who will be on the TSJCL team. Alternates should be given the opportunity to continue to challenge for a chance to play until a week before the TSJCL Convention.

1. **If one team beats the others in the final round by 50 points or more,** then the winning team has a right to represent Area F at the TSJCL convention. However, the winning team’s coach is encouraged to invite players from other schools to participate in the practices leading up to state and to allow other players to tryout for the state team in order to have the best possible team representing Area F.

***19. Changes and Updates to these Guidelines***

The Certamen staff reserves the right to amend or change these guidelines before or during the tournaments. Any changes will be announced to all competitors before they are implemented.

***20. Expectations***

**A. Tournament Sponsor(s):** It is expected that the tournament sponsor will follow the Area F certamen procedures and rules. Additionally, the tournament sponsor should provide questions that follow the Area F certamen syllabus and that have been proofread before the morning of the tournament. Finally, the tournament sponsor should follow the Area F guidelines and suggestions for hosting a tournament.

**B. Teachers/Coaches**: It is expected that teachers and coaches will be present at the time specified by the tournament sponsor for the moderators’ meeting. All teachers and coaches are expected to moderate or to help with the tournament in the way specified by the tournament sponsor. If a teacher is not able to be present at a tournament, he or she is expected to provide an adult chaperone for his or her students. Additionally, teachers and coaches are expected to be familiar with the Area F certamen procedures and rules. Finally, teachers are expected to familiarize both their students and parents with the Area F guidelines for student and parent behavior.

**C**. **Students and Parents:** Students should be familiar with the Area F certamen procedures and rules and the Area F guidelines for student behavior. Parents should be familiar with the Area F guidelines for parent behavior.

**TSJCL Area F Competitive Certamen – GUIDELINES FOR PARENT BEHAVIOR**

**REVISED 12/5/10**

The Area F Latin teachers encourage parents to come to Certamen tournaments to support their student and their school’s Latin program. Before coming to the tournament, please read the guidelines below. If you have questions or concerns at any time, they should be addressed to your student’s Latin teacher.

Certamen is a game of fast recall of facts about classical civilization and its peoples, languages, and cultures. Students are to be commended for the hard work they put forth in preparation for this competition. The teachers who run these tournaments make every effort to run the competition as fairly and smoothly as possible. We expect that the Certamen staff will be treated with the utmost respect. Please remember that the Certamen staff is made up of volunteers who are giving up time on the weekends to help students to have a fun, learning experience.

For each round played there will be fifteen or twenty toss-up questions. As each team buzzes, it is the moderator’s discretion as to how much time a student is given to answer. It may be helpful to think of the amount of time given to answer the toss-up in the same way that you think of the strike zone in baseball. There is a legal range, but it is not precise and different moderators will judge it in a slightly, but not significantly, different way. After a team gets a toss-up right, that team will receive 10 points and 2 bonus questions. The team may work together on bonus questions and will receive 5 additional points for each correct answer. Teams are given 15 seconds to answer each bonus question.

If there are problems during a round, Certamen players or coaches may launch challenges; parents, however, are not permitted to do this. If you have a concern, you should address that concern to your child’s teacher. Teachers, coaches, or players have the right to make challenges up to 15 minutes after the end of preliminary rounds. However, challenges during the final round must be launched by teachers, coaches or players before the end of the round.

It is important to remember that parents are encouraged to be present as spectators, not as advocates for their child’s team. Parents MUST NOT address moderators or teachers other than their child’s with concerns or negative comments. Parents who fail to follow these guidelines may be asked to leave the tournament and/or prohibited from attending Area F certamen competitions.

If parents bring children with them who are not participants in the tournament, they will be expected to supervise those children at all times.

The Area F Latin teachers truly appreciate parental support and provide these guidelines as a way to make tournaments more pleasant, efficient and fair for all participants.

**TSJCL Area F Competitive Certamen – GUIDELINES FOR STUDENT BEHAVIOR**

**REVISED 8/5/08**

The Area F Latin teachers provide Certamen tournaments to support their students and to provide a fun and competitive learning experience. Before coming to the tournament, please read the guidelines below and familiarize yourself with the official Area F Certamen Procedures and Rules. If you have questions or concerns at any time, they should be addressed to your Latin teacher.

Certamen is a game of fast recall of facts about classical civilization and its peoples, languages, and cultures. Students are to be commended for the hard work they put forth in preparation for this competition. The teachers who run these tournaments make every effort to run the competition as fairly and smoothly as possible. We expect that the Certamen staff will be treated with the utmost respect. Please remember that the Certamen staff is made up of volunteers who are giving up time on the weekends.

If there are problems during a round, Certamen players or coaches may launch challenges. A player may do this by simply raising his or her hand and, when called upon, by politely explaining his or her case. Moderators will make note of all challenges and decisions about challenges will be made at the end of the preliminary rounds or during the final round by the Certamen staff. Teachers, coaches, or players have the right to make challenges up to 15 minutes after the end of preliminary rounds. However, challenges during the final round must be launched by teachers, coaches or players before the start of toss-up 20 unless they pertain to toss-up 20.

**TSJCL Area F Competitive Certamen – GUIDELINES FOR MODERATORS**

**REVISED 10/15/08**

The Area F Latin teachers provide Certamen tournaments to support their students and to provide a fun and competitive learning experience. It is important for moderators both to give students the opportunity to show what they know and to be as fair as possible during the rounds. To this end, it is necessary that moderators be VERY familiar with the Area F Certamen Rules and Procedures. Please keep the following guidelines in mind also:

* Read the pronunciation guide before each round so that students can get used to your pronunciation of Latin.
* As you are reading each toss-up, stop immediately when any team buzzes in.
* You must read through each toss-up in full twice if there is still a team that has not buzzed. However, reading it more than twice is not allowed.
* After a player signals, he or she is expected to give her answer within 1-3 seconds.
* If a player answers out of turn on a toss-up, that team is disqualified from that toss-up.
* You should ask players to be more specific if they give a partially correct answer. However, you can only ask a player or team to be more specific once per question.
* Teams should be given 15 seconds per bonus question. The timing should begin after the question is read for the first time.
* A team may ask you to repeat a bonus question once. The timing should continue during the second reading.
* If you are unsure whether to accept a toss-up question, allow the other teams to answer and make note of all the answers and the order in which they were received. If necessary, give the bonus questions to all the teams and have the teams write the answers. The moderators can discuss which answer to accept after the preliminary rounds.
* If you are unsure of whether to accept a bonus question, make note of it and we’ll discuss it at the end of the rounds.

Thanks for being willing to moderate! We appreciate your generosity in giving up a Saturday morning.

**TSJCL Area F Competitive Certamen – GUIDELINES AND SUGGESTIONS FOR HOSTING TOURNAMENTS**

**REVISED 8/10/06**

Hosting a Certamen tournament is not difficult, but it does require advance planning and organization. Please consider hosting for us. It benefits our whole area by encouraging learning, competition and excellence in our Latin programs. Below are some suggestions to help you run a smooth tournament.

* Write the certamen questions well in advance. Be sure to follow the Area F syllabus. You should use the last week before the tournament to get other Latin teachers to help you proofread the questions and to copy them.
* Send out an invitation to your tournament that includes the Area F syllabus, rules and the guidelines for student and parent behavior. State clearly the time for the sponsors’ and moderators’ meeting which should begin at least half an hour before the Certamen draw.
* Begin getting volunteers well in advance. Volunteers do not need to know Latin. Good sources of volunteers are Latin Club parents, Latin Club members, and NHS members. You should aim to have three volunteers per room (a scorekeeper, a timer/person to run the Certamen machine, and a back-up scorekeeper). If, however, you end up with only one volunteer per room, the tournament can still run smoothly.
* Insist that teachers inform you of their intent to come before the tournament. Also, be sure to find out if each teacher is bringing a Certamen machine. Do not let anyone register teams the morning of the tournament unless it does not create the need for additional rooms.
* Once you have a list of the teams coming, determine how many rooms you will need for each level and assign rooms and moderators to each level. Determine if you have enough machines. If you don’t, begin calling other teachers in the area to borrow machines. Do whatever it takes to get enough machines.
* Prepare a folder with all of the certamen questions except for final rounds for all the teachers coming. The folder should also contain scoresheets, the pronunciation practice passage and a copy of the rules and moderator guidelines for reference.
* Make copies of the volunteer instructions. Either go over the volunteer instructions with the volunteers in advance or train someone else (a co-teacher or Latin Club officer) to instruct the volunteers on the morning of the tournament. You will be needed in the sponsors’ meeting.
* On the day before the tournament, take a digital photo of each room that you will be using for the tournament. Print out those photos to give to the volunteers so that they can reassemble the room properly after the tournament.
* If possible, arrange the rooms for the tournament on Friday afternoon. If you have them, put one Latin-English/English-Latin dictionary in each room to be used for reference.
* As schools sign in to the tournament, accept their certamen machines and send them to rooms, one-by-one, to be set up. Be sure to record which room each machine is sent to. Do not assign those rooms in advance as it will slow tournament set-up.
* Have a sponsors’ and moderators’ meeting before the preliminary rounds to go over the rules and answer any questions about tournament procedures and the actual questions. Require the coaches and moderators to meet again after the preliminary rounds to discuss any problems that occurred so that all issues can be resolved before final rounds begin.
* Be sure to have plenty of blank Certamen ladders ready the morning of the tournament. Hand write in the names of the teams as the draw takes place. If a team is not present at the Certamen draw, do not allow them to participate as it will require a complete redrawing of ladders. Photocopy ladders and give one to each team and to each moderator.

Thank you for your willingness to host a certamen tournament for Area F. All of the teachers in the area realize the enormous commitment of time and energy that it takes to host and we appreciate the work you are doing.

Volunteer Instructions

We hope to have three helpers in each room, but one person can do it, if we don’t end up with enough volunteers. Here are the three jobs:

BUZZER MEISTER / TIMER: You run the certamen machine. When the moderator says “toss-up,” press the white button on the machine to clear it. As each player buzzes, call his/her letter and number. If the first player to buzz does not answer correctly, call the next and so on. If no one else has buzzed, clear the machine and say “no place.” Each toss-up question may be read twice. Once a player has gotten the answer to a toss-up, do not clear the machine until both bonuses have been read. At the end of the FIRST reading of each bonus question, begin timing. A team has 15 seconds to answer. Tell the moderator when time is up. After both bonuses, clear the machine and start over.

PRIMARY SCOREKEEPER: Be sure you fill out the level (MS, Novice, Lower / Intermediate, Upper / Advanced) and round (1, 2, 3, Final) on your score sheet. Fill in the names of the schools. You can then pass around the score sheet and let players put their names on it. Once the round begins, for each toss-up question that gets answered correctly, give the team 10 points. For each bonus, they receive 5 points. At certain points in the round, the moderator will ask you to read the score aloud. At the end of each round, bring the score sheet out of your room to a runner.

BACK-UP SCOREKEEPER: Be sure you fill out the level (MS, Novice, Lower / Intermediate, Upper / Advanced) and round (1, 2, 3, Final) on your score sheet. Fill in the names of the schools. You will be keeping score also in order to check the accuracy of the record. Once the round begins, for each toss-up question that gets answered correctly, give the team 10 points. For each bonus, they receive 5 points. As the other scorekeeper reads the score in the round, you should immediately stop the proceedings if that score does not correspond to your record. At the end of each round, bring the score sheet out of your room to a runner.

At the end of the rounds to take place in your room, please put the certamen machine back in its box. Then, rearrange the room to its original layout using the photo given to you. Please check with the tournament director before you leave to see if we need additional help. THANK YOU!!!!!

Pronunciation practice for moderator to read before first round.

Aurēlia, cui urbs placēbat, erat in Aegyptō cum familiā suā ingentī et equō suō. Trēdecim lūdōs magnōs Iovis in amphitheātrō Alexandrīae spectābant. Tandem hic equus īrātus domum recurrere coepit. Ēheu!

Pronunciation practice for moderator to read before first round.

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