

# Moderator Instructions and Script

**Black bold words:** Pre-round helpful instructions for you

**Red bold words:** Script to say out loud

*Black italic words:* Actions to perform during round

## Your Supplies:

- In your room, you will have six (6) copies of the case booklet (one for each judge, one for yourself, and one for each team), a pad of paper, and pens. Note: only the paper provided in the room may be used for the competition.
- In your moderator packet (**yellow envelope**) you will have the following:
  - one (1) copy of the moderator script
  - three (3) copies of the score criteria (one for each judge)
  - a matchup schedule
  - a stopwatch
  - a coin to flip to determine which team goes first
  - team A and B tent cards
  - a calculator to double-check the judges' scoring at the end of each round
  - a pen
  - time warning signs (1, 2, 3-minutes sign)
- Each round a **red envelope** will be delivered with the three (3) score sheets for the judges for that particular round and a gold card with the case and question for Team A and Team B for that round. **Do not share this information with anyone until indicated in this script.**
- A room assistant will be present with you in case you are missing any supplies or have any immediate questions or concerns for ethics bowl headquarters.

## Before you start, familiarize yourself with the following guidelines and rules:

- ☐ Teams, coaches, judges, and spectators will enter the room shortly before the round starts.
- ☐ Give judges the score sheet and the score criteria and ask them to **write their names and match number in the appropriate spots on the score sheet.**
- ☐ Teams should be seated at the tables with **a maximum of five members** on each team.
- ☐ Teams may use their own timer but it cannot be a cell phone, tablet, or anything else that stores data or can connect to the internet. They can only time their own sections – not the other team's.
  - ☐ **Any watches that can access the internet cannot be worn (smartwatches, Apple watches, etc).**
- ☐ Teachers, coaches, and non-participating team members should sit with spectators.
- ☐ **Teams cannot substitute members, review notes, or confer with their coach once the match begins.**
- ☐ Teams may have writing utensils (and approved timers) but nothing else until you give them scrap paper.

**If you are not given this information before the start of your round, please tell your room assistant or contact Emily Knuth at 765-720-5352.**

### How to use this script:

- This script is designed to help you keep track of where you are in a round with checkboxes on the right.

When the teams, judges, and spectators are settled, announce the beginning of the round as follows:

### **Moderator Script:**

#### ***PRE-ROUND PROCEDURES:***

☐ ***Before you begin, the moderator or room assistant should confirm all team members and judges are present. Check to be certain that the bright pink “Do Not Enter - Round in Progress ” sign is visible outside, then close the door.***

<i>Script</i>	<i>Mark with a check after you’ve completed this portion</i>		
<b>WELCOME JUDGES</b> <b>Welcome to the</b> [first/second/third/quarter final/semi final/championship final] <b>round of the Indiana High School Ethics Bowl competition. This match is between</b> [name of high school] <b>and</b> [name of high school]. <b>I am</b> [your name] <b>and I will moderate this session. I would like to introduce</b> [name of room assistant] <b>who is here to help us all. Now, I’d like to thank our judges for volunteering their time today and would like them to introduce themselves.</b>  <i>Judges introduce themselves.</i>	<b><i>R1</i></b> <input type="checkbox"/>	<b><i>R2</i></b> <input type="checkbox"/>	<b><i>R3</i></b> <input type="checkbox"/>
	<b><i>Quarter</i></b> <input type="checkbox"/>	<b><i>Semi</i></b> <input type="checkbox"/>	<b><i>Final</i></b> <input type="checkbox"/>
<b>WELCOME TEAMS AND INTRODUCTIONS</b> <b>Now I’d like to welcome the students from</b> [name of both schools]. <b>Students, please introduce yourselves.</b>	<b><i>R1</i></b> <input type="checkbox"/>	<b><i>R2</i></b> <input type="checkbox"/>	<b><i>R3</i></b> <input type="checkbox"/>
	<b><i>Quarter</i></b>	<b><i>Semi</i></b>	<b><i>Final</i></b>

<p><i>Start with the team on your left.</i></p> <p>Thank you. Now we will begin the match. Teams, from this point on there are no substitutions, consulting with anyone other than your teammates at the table, or reviewing outside materials. Coaches and spectators, please remember that communicating with either team, verbally or nonverbally, is impermissible. Please remain quiet throughout the competition so that the students can concentrate. Unless there is an emergency, please refrain from entering or exiting the room during the presentations. There will be an opportunity halfway through the round when you may enter or exit. I will let you know when this is appropriate.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>FLIP THE COIN</b></p> <p>I'll now flip a coin to determine presenting order.</p> <p><i>Turn to the team to your left: Heads or tails?</i></p> <p><i>The team calls, and you flip the coin.</i></p> <p>The coin is [heads/tails]. [Team that won the toss], you have the option of presenting first or allowing the other team to present first. What is your choice?</p> <p><i>The team will make its choice – either to first present or to allow the other team to present the first case. Turn to the team that will present first.</i></p> <p>OK, [name of High School], you will present first and are known as <b>Team A</b>. Judges, please note on your score sheet that [name of High School] is <b>Team A</b> and [name of High School] is <b>Team B</b>.</p> <p><i>Place “Team A” and “Team B” tent cards in front of the appropriate teams before you start the competition.</i></p> <p><b>PRE-ROUND PROCEDURES FINISHED</b></p>	<p><b>R1</b></p> <input type="checkbox"/> <b>Quarter</b> <input type="checkbox"/>	<p><b>R2</b></p> <input type="checkbox"/> <b>Semi</b> <input type="checkbox"/>	<p><b>R3</b></p> <input type="checkbox"/> <b>Final</b> <input type="checkbox"/>

**PART 1 OF THE ETHICS BOWL BEGINS (TEAM A PRESENTS):**

<i>Script</i>	<i>Checkboxes</i>		
<p><b>CASE HANDLING</b></p> <p><i>At this point check that each judge and each team has a copy of the case/question booklet (face down) (retain the other copy for yourself). Turn to Team A.</i></p> <p><i>You should have been given a gold card in the red envelope at the beginning of the round that indicates the case and question for Team A. If you haven't, stop the round and immediately contact ethics bowl staff.</i></p> <p><i>We are ready to begin! The case is #____, (read the title of the case).</i></p> <p><i>Team A you will answer Question #____ (read the question).</i></p> <p><i>Team A you now have <b>up to three (3) minutes</b> to confer before beginning your presentation. Either team may take notes, but Team A is the only team allowed to speak during this time.</i></p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>
<p><i>Give Team A <u>three minutes</u> to confer:</i></p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>

<p>Team A now has up to <b><u>five (5) minutes</u></b> to make its presentation. Any member of the team may speak, one at a time. Team A, I will give you reminders when there are <b><u>three (3) minutes and one (1) minute remaining</u></b>.</p> <p><i>Use the time warning signs included in your packet.</i></p>	<p><b><i>R1</i></b></p> <input type="checkbox"/> <p><b><i>Quarter</i></b></p> <input type="checkbox"/>	<p><b><i>R2</i></b></p> <input type="checkbox"/> <p><b><i>Semi</i></b></p> <input type="checkbox"/>	<p><b><i>R3</i></b></p> <input type="checkbox"/> <p><b><i>Final</i></b></p> <input type="checkbox"/>
<p><i>Give Team A <u>five minutes</u> for its presentation, giving them time reminders. If teams use up all of their time, tell them that time is up, but allow them to finish the last sentence.</i></p>	<p><b><i>R1</i></b></p> <input type="checkbox"/> <p><b><i>Quarter</i></b></p> <input type="checkbox"/>	<p><b><i>R2</i></b></p> <input type="checkbox"/> <p><b><i>Semi</i></b></p> <input type="checkbox"/>	<p><b><i>R3</i></b></p> <input type="checkbox"/> <p><b><i>Final</i></b></p> <input type="checkbox"/>
<p><b>Judges, please mark your scores for Team A's presentation.</b> <i>(Wait a few moments for the judges to mark their score sheets.)</i></p>	<p><b><i>R1</i></b></p> <input type="checkbox"/> <p><b><i>Quarter</i></b></p> <input type="checkbox"/>	<p><b><i>R2</i></b></p> <input type="checkbox"/> <p><b><i>Semi</i></b></p> <input type="checkbox"/>	<p><b><i>R3</i></b></p> <input type="checkbox"/> <p><b><i>Final</i></b></p> <input type="checkbox"/>
<p>Team B, you now have up to <b><u>three (3) minutes</u></b> to confer. Either team may take notes, but Team B is the only team allowed to speak during this time.</p>	<p><b><i>R1</i></b></p> <input type="checkbox"/> <p><b><i>Quarter</i></b></p>	<p><b><i>R2</i></b></p> <input type="checkbox"/> <p><b><i>Semi</i></b></p>	<p><b><i>R3</i></b></p> <input type="checkbox"/> <p><b><i>Final</i></b></p>

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Team B, you now have up to <b>three (3) minutes</b> to comment on Team A's presentation. Any member of your team may speak, one at a time. Team B, I will indicate when you have <b>one (1) minute</b> remaining. <i>Use the time warning signs included in your packet.</i></p> <p><i>Give Team B up to three minutes for their commentary, giving them a <u>1-minute</u> reminder.</i></p>	<p><b>R1</b></p> <input type="checkbox"/> <b>Quarter</b> <input type="checkbox"/>	<p><b>R2</b></p> <input type="checkbox"/> <b>Semi</b> <input type="checkbox"/>	<p><b>R3</b></p> <input type="checkbox"/> <b>Final</b> <input type="checkbox"/>
<p>Judges, please write down your scores for Team B's commentary (<i>wait a few moments for the judges to mark their score sheets</i>). Team A, you now have up to <b>three (3) minutes</b> to confer. Team A is the only team allowed to speak during this time. <i>Give Team A <u>three (3) minutes</u> to confer.</i></p>	<p><b>R1</b></p> <input type="checkbox"/> <b>Quarter</b> <input type="checkbox"/>	<p><b>R2</b></p> <input type="checkbox"/> <b>Semi</b> <input type="checkbox"/>	<p><b>R3</b></p> <input type="checkbox"/> <b>Final</b> <input type="checkbox"/>
<p>Team A has up to <b>three (3) minutes</b> to respond to Team B's commentary. Any member of your team may speak, one at a time. Team A, I will indicate when you have <b>one (1) minute remaining</b>.</p> <p><i>Use the time warning signs included in your packet.</i></p> <p><i>Give Team A <u>three (3) minutes</u> for its response, giving them a one-minute reminder.</i></p> <p><b>Thank you. Judges, please write down your score for Team A's response</b> (<i>wait a few moments for the judges to mark their score sheets</i>).</p>	<p><b>R1</b></p> <input type="checkbox"/> <b>Quarter</b> <input type="checkbox"/>	<p><b>R2</b></p> <input type="checkbox"/> <b>Semi</b> <input type="checkbox"/>	<p><b>R3</b></p> <input type="checkbox"/> <b>Final</b> <input type="checkbox"/>

<p><b><i>JUDGES QUESTIONING BEGINS:</i></b></p> <p>We will now have a <b>10 minute question-and-answer session</b> for the Judges and Team A. Each judge may ask one question and one brief follow-up question. To ensure that each judge has time to ask one question and one follow-up, I may end your question after 3 minutes. I will let you know when there are <b>two (2) minutes</b> remaining in the full 10 minutes Judges' question and answer session. If all judges have asked one question and time remains, more questions may be asked.</p> <p>Judges, would you like 30 seconds to confer or are you ready to ask questions now?</p> <p><i>If they need to confer, give them 30 seconds or so.</i></p> <p>OK judges, you may begin.</p> <p><i>Judges will ask questions, and Team A will answer for up to <u>10 minutes</u>. You may need to remind the judges to keep their questions as brief as possible.</i></p> <p><i>Use the time warning sign included in your packet.</i></p> <p>Thank you. Judges, please score Team A's responses to your questions. I will collect the used paper while you finish your scoring and comments.</p> <p><b><i>PART 1 OF THE ETHICS BOWL ROUND IS FINISHED</i></b></p> <p>If you need to exit the room you may do so at this time. However, please do not exit or re-enter the room during the second half of the round.</p>	<p><b><i>R1</i></b></p> <p><input type="checkbox"/></p> <p><b><i>Quarter</i></b></p> <p><input type="checkbox"/></p>	<p><b><i>R2</i></b></p> <p><input type="checkbox"/></p> <p><b><i>Semi</i></b></p> <p><input type="checkbox"/></p>	<p><b><i>R3</i></b></p> <p><input type="checkbox"/></p> <p><b><i>Final</i></b></p> <p><input type="checkbox"/></p>
--	--	---	--

<p><b>PART 2 OF THE ETHICS BOWL ROUND BEGINS (i.e. TEAM B PRESENTS):</b></p> <p>Judges, are you ready to begin?</p> <p>Turn to Team B.</p> <p>Follow the card used in the first part of the round. It indicates the case and question for Team B.</p> <p>I will now read the case and question for Team B. The case is #____ (read the title of the case).</p> <p>Team B you will answer Question #____ (read the question).</p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>
<p>Team B, you now have up to <b>three (3) minutes</b> to confer with each other before beginning your presentation. Either team may take notes, but Team B is the only team allowed to speak during this time.</p> <p>Give Team B <u>three (3) minutes</u> to confer.</p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>
<p>Team B now has up to <b>five (5) minutes</b> to make its presentation. Any member of the team may speak, one at a time. Team B, I will give you reminders when there are <b>three (3) minutes and one (1) minute remaining</b>. Use the time warning signs included in your packet.</p> <p>Give Team B <u>five (5) minutes</u> for its presentation, giving them time reminders. If teams use up all of their time, tell them that time is up, but allow them to finish the sentence.</p> <p>Judges, please mark your scores for Team B's presentation (wait a few moments for the judges to mark their score sheets).</p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>



<p>Team A, you now have up to <b>three (3) minutes</b> to confer. Either team may take notes, but Team A is the only team allowed to speak during this time.</p> <p><i>Give Team A three (3) minutes to confer.</i></p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>
<p>Team A, you now have up to <b>three (3) minutes</b> to comment on Team B's presentation. Any member of your team may speak, one at a time. Team A, I will indicate when you have <b>one (1) minute</b> remaining. <i>Use the time warning signs included in your packet.</i></p> <p><i>Give Team A <u>three (3) minutes</u> for its commentary, giving them a <u>one (1) minute</u> reminder.</i></p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>
<p>Judges, please write down your scores for Team A's commentary (<i>wait a few moments for the judges to mark their score sheets</i>). Team B, you now have up to <b>three (3) minutes</b> to confer. Team B is the only team allowed to speak during this time.</p> <p><i>Give Team B <u>three (3) minutes</u> to confer.</i></p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>
<p>Team B has up to <b>three (3) minutes</b> to respond to Team A's commentary. Any member of your team may speak, one at a time. Team B, I will indicate when you have <b>one (1) minute remaining</b>. <i>Use the time warning signs included in your packet.</i></p> <p><i>Give Team B <u>three (3) minutes</u> for its response, giving them a <u>1-minute</u> reminder.</i></p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>

<p>Thank you. Judges, please write down your score for Team B's response <i>(wait a few moments for the judges to mark their score sheets)</i>.</p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>
<p><b>JUDGES QUESTIONING BEGINS:</b></p> <p>We will now have a <b>10 minute question-and-answer session</b> for the Judges and Team B. Each judge may ask one question and one brief follow-up question. To ensure that each judge has time to ask one question and one follow-up, I may end your question after 3 minutes. I will let you know when there are <b>two (2) minutes</b> remaining in the full 10 minutes Judges' question and answer session. If all judges have asked one question and time remains, more questions may be asked.</p> <p>Judges, would you like 30 seconds to confer or are you ready to ask questions now?</p> <p><i>If they need to confer, give them 30 seconds or so.</i></p> <p>Judges, you may begin.</p> <p><i>Judges will ask questions, and Team B will answer for up to <u>10 minutes</u>. You may need to remind the judges to keep their questions as brief as possible.</i></p> <p><i>Use the time warning sign included in your packet.</i></p>	<p><b>R1</b></p> <p><input type="checkbox"/></p> <p><b>Quarter</b></p> <p><input type="checkbox"/></p>	<p><b>R2</b></p> <p><input type="checkbox"/></p> <p><b>Semi</b></p> <p><input type="checkbox"/></p>	<p><b>R3</b></p> <p><input type="checkbox"/></p> <p><b>Final</b></p> <p><input type="checkbox"/></p>

<p><b><i>JUDGES QUESTIONING FINISHED</i></b></p> <p><b><i>PART 2 OF THE ETHICS BOWL ROUND IS FINISHED</i></b></p>			
<p><b><i>SCORING AND WRAP UP:</i></b></p> <p>Thank you. Judges, please score Team B’s responses to your questions and finish up your score sheets. Thank you to both teams for a great round. Teams, you can relax for a few minutes while we collect the cases and scrap paper.</p> <p>Judges, please use this time to write your final score for each team on your tally sheet.</p> <p><i>Room assistants can help collect scrap paper and casebooks from both teams – the tables should be totally clear of materials in front of the teams. Walk over to the judges to make sure that they added their scores correctly, if not please fix it. Then determine which team received the highest number of judges’ votes.</i></p>	<p><b><i>R1</i></b></p> <p><input type="checkbox"/></p> <p><b><i>Quarter</i></b></p> <p><input type="checkbox"/></p>	<p><b><i>R2</i></b></p> <p><input type="checkbox"/></p> <p><b><i>Semi</i></b></p> <p><input type="checkbox"/></p>	<p><b><i>R3</i></b></p> <p><input type="checkbox"/></p> <p><b><i>Final</i></b></p> <p><input type="checkbox"/></p>
<p>May I have everyone’s attention: I will now announce the results. Remember that the winner will be the team that has the highest number of judges’ votes out of three. Before I announce the winner, let’s thank the judges. (Applaud)</p> <p>Team: ____ [the team that has the highest number of judges’ votes] won this match! Congratulations to both teams for a great match! Please head to [your next match/lunch/...] and thank you.</p> <p><i>Place the three (3) judges’ score sheets, case cards, and used scratch paper into the <b>red</b> envelope. The casebooks must be collected and stacked at your station for the next round. A Prindle Institute staff member will come at the end of the round to pick up the <b>red</b> envelope and give you the <b>red</b> envelope with the case card and score sheets for the next round. Keep your other materials for the next round. At the end of your final round, please return those materials to headquarters. Thank you for all your hard work!</i></p>	<p><b><i>R1</i></b></p> <p><input type="checkbox"/></p> <p><b><i>Quarter</i></b></p> <p><input type="checkbox"/></p>	<p><b><i>R2</i></b></p> <p><input type="checkbox"/></p> <p><b><i>Semi</i></b></p> <p><input type="checkbox"/></p>	<p><b><i>R3</i></b></p> <p><input type="checkbox"/></p> <p><b><i>Final</i></b></p> <p><input type="checkbox"/></p>