

# Orientation Meeting Outline

(for contestants, coaches, and parents)

This meeting should be held between the registration time and the start of the bowl contest. Enough time should be allowed to answer questions and show how the equipment works.

All bowl team members, coaches, and volunteer workers **must** attend this meeting.

1. Welcome!
2. Double elimination tournament (2 losses and out)
3. Go over basic structure of contest:
  - a. moderator asks questions (5 seconds to answer)
  - b. push buzzer
  - c. moderator will recognize person with light
  - d. person answers question
  - e. bonus questions (team can confer)
  - f. 1<sup>st</sup> half (8 one-on-one questions)
  - g. 2<sup>nd</sup> half (12 questions, with 2 bonus questions)
4. Go over basic rules of contest:
  - a. Scoring
  - b. Timing
  - c. Protest rules
  - d. Wait to answer until acknowledged by moderator
  - e. Team captain may sit in any position. After team discussion, the captain either answers or designates another team member to answer.
  - f. Explain use of alternate player (especially in regards to team bonus points).
5. People may leave when their last game is over, or they may stay to watch and support others.
6. No one is allowed in or out of game rooms once a game starts.
7. Photos allowed only before or after game.
8. Only contestants and coaches are allowed in holding rooms
9. Please turn cell phones off!
10. Check to see if all teams have arrived and checked-in at registration table.
11. Show brackets. Draw for team positions in brackets.
12. Be ready to play if your game is next.
13. Awards ceremony at the end of the contest.