

Bowl Coordinator Job Description

JOB TITLE:

-Bowl Coordinator

RESPONSIBLE TO:

-4-H Extension Agent

DUTIES AND RESPONSIBILITIES:

- Become familiar with the bowl rules and guidelines
- Get training and education on the bowl
- Coordinate bowl activity
- Facilitate bowl committee, which plans and organizes the bowl.
- Recruit for bowl positions
- Educate 4-H members and leaders about the bowl concept, and create enthusiasm for the bowl within clubs and the county.
- Oversee constructions of bowl questions and packets.

QUALIFICATIONS:

- Needs to have organizational skills
- Be able to work well with people
- Be able to delegate responsibility to others
- Knowledge of the subject matter is helpful, but not required.

TIME COMMITMENT:

- Position requires 3-4 months to plan, publicize, and implement the bowl.
- Actual hours will depend on the person selected, as well as how many people are recruited to help.

SPECIAL NOTES:

- The Bowl Coordinator should read the bowl rules and information to be as knowledgeable as possible about the bowl.
- This person should be willing to ask questions, and have a positive, open attitude.

Bowl_Moderator Job Description

JOB TITLE:

-Moderator

RESPONSIBLE TO:

-Bowl Coordinator

RESPONSIBILITIES:

- running the bowl games
- keeping the games going smoothly
- asking bowl questions
- declaring game winners
- knowing bowl game rules
- maintaining control of the audience

NOT RESPONSIBLE FOR:

- determining whether or not answer is correct
- determining the validity of protests

QUALIFICATIONS:

-The bowl moderator needs to be knowledgeable about the subject (horse, foods, dogs, etc.), be a confident speaker, and be knowledgeable about bowl rules.

TIME COMMITMENT:

-This is a short term commitment requiring at least one meeting with the bowl committee plus practice time to become familiar with equipment and questions. The moderator is also committed to work the entire bowl competition.

SPECIAL NOTES:

- If a team interrupts a question, the moderator stops immediately to acknowledge the person and let them answer the question.
- During team play if an answer is incorrect, the moderator repeats the full question to the other team.
- Make sure the coaches and captains are aware of the protest rule.
- Make sure no one records the questions, whether by video, audio, or writing.
- Double check that the questions you are using are from the proper round for the game you are playing.
- Please stress to the competitors to handle the visuals carefully!
- Make sure all cell phones and/or pagers are turned off.

Bowl Judge Job Description

JOB TITLE:

-Judge

RESPONSIBLE TO:

-Bowl Coordinator

RESPONSIBILITIES:

-Be the final authority on whether bowl questions are answered correctly or incorrectly.

QUALIFICATIONS:

-The judge should be someone very knowledgeable about the bowl subject and the 4-H program, preferably a 4-H judge or other qualified person.

-This person should also work well with people.

TIME COMMITMENT:

-This is a short-term position requiring attendance at a bowl workers' meeting plus working the entire bowl competition.

SPECIAL NOTES:

-Judge may discuss the answer with the veterinarian and/or consult bowl resource publications. Except for clarification of rules and procedures, the judge should limit discussion with the Moderator regarding the validity of answers.

-Answers to questions do not have to be exactly as written on the packets. As long as the idea is correct, contestants should be given credit for a correct answer. In fact, the answer may be entirely different from what is written as long as it is correct.

-Once contestants have completed the answer to a question, they should not be allowed to keep adding to their answer. You may want to ask them if their answer is complete.

-All of the answer must be correct. If any part is incorrect, the entire answer should be ruled incorrect.

-The judge should become familiar with the 4-H project materials and know basic rules of the 4-H project. He/she will have access to these materials during the bowl competition.

Bowl Scorekeepers Job Description

JOB TITLE:

-Scorekeeper

RESPONSIBLE TO:

-Bowl Coordinator

RESPONSIBILITIES:

- Keep accurate record of each game's scores.
- Be sure the county and team member's full names are recorded on each score sheet
- Clearly mark where alternates enter the game and write names.
- Have both team captains sign the score sheet at the conclusion of the game. Be sure they understand that once signed, no more protests are allowed.
- Scorekeepers should not offer opinions on bowl questions or answers. Comments should be limited solely to matters regarding scorekeeping accuracy.

QUALIFICATIONS:

- The scorekeeper needs basic math skills and a knowledge of how to keep score.

TIME COMMITMENT:

- This position is short-term requiring attendance at bowl workers' meeting plus working the entire bowl competition.

SPECIAL NOTES:

- The scoring system is:

<u>Response</u>	<u>Correct</u>	<u>Incorrect</u>
One-on-one	+2	-1
Regular	+1	-1
Toss Up	+1	-1
Bonus	+3	
Team Bonus	+2	

*Protest not upheld -1
(after free protest lost)

Bowl Timer Job Description

JOB TITLE:

-Timer

RESPONSIBLE TO:

- Bowl Coordinator

RESPONSIBILITIES:

- The timer is responsible for accurately running the timing device during games.
- Each instance that the timing device goes off, the timer must reset it for the next question.
- Test all buzzers at the start of each game.

QUALIFICATIONS:

- The timer should have good concentration and the ability to work with the timing equipment.

SPECIAL NOTES:

- Time begins when the moderator has completed reading the question.
- Allow time for the visuals to get completely unpacked before starting time for the bonus questions. Do not start timer until visuals have been presented to contestants and the question has been read.
- The timer should not offer opinions on bowl questions or answers. Comments should be limited solely to matters regarding timekeeping.
- Time limits for answering questions are:
 - 5 seconds to ring in for regular and toss-up questions (juniors are often allowed 10 seconds)
 - 5 seconds to begin the answer
 - 30 seconds for bonus question discussions
 - 5 seconds to begin answer to bonus question

Bowl Check-In Table Staff Job Description

JOB TITLE:

-Check-In Table Staff

RESPONSIBLE TO:

-Bowl Coordinator

RESPONSIBILITIES:

- In charge of the check-in table at the bowl competition.
- Register each team, giving packets of information and recognition items to each team captain or coach, helping each 4-H member make a name tag.
- Direct all team members to the room for a participants' meeting.

QUALIFICATIONS:

- Be good with people and be knowledgeable about the schedule and general organization of the bowl.

TIME COMMITMENT:

- This position is short-term requiring attendance at a bowl workers' meeting plus staffing the check-in table before the bowl begins (before teams may start arriving), and a designated amount of time after competition begins.