

Oregon 4-H Bowl Procedures

Revised 10/08

The following procedures will be used to conduct State 4-H Bowl Contests. County Horse Bowl contests may vary from these procedures if changes are approved in advance by the county's Advisory Committee.

Types of Questions

Three types of questions will be used: one-on-one, team play, and bonus.

One-on-one questions

These questions are addressed to one member of each team in a specific order (see Conducting the Games, page 9). Only the specified team member may answer. No discussion among team members is allowed. Points awarded are +2 if the answer is correct and -1 if the answer is incorrect. If the answer is incorrect, the other team's member is not allowed to respond.

Team play questions

Any member of either team may answer these questions. No discussion among team members is allowed. Points awarded are +1 if the answer is correct and -1 if the answer is incorrect. If the answer is incorrect, the other team is given the opportunity to respond. In each game, two team play questions will have bonus questions attached which are available to the team that answers the team play question correctly.

Bonus questions

Each game will contain two bonus questions. One will be a regular bonus question; the second will be a visual bonus question. A 30 second discussion period is allowed for teams to consult and determine an answer. All parts of the bonus question answer must be correct for points to be awarded. No part of a bonus question will be repeated nor additional information given. A correct answer is awarded 3 points. Nothing is deducted for an incorrect answer.

Equipment

An appropriate electronic game panel should be used. This panel should provide a clear indication of the first contestant to respond to a question. It should also have a timing device with a distinct sound. 5 second, 10 second, and 30 second timing buttons are helpful.

An overhead projector should be used to maintain a scoresheet visible to the contestants and, if possible, to the spectators. If an overhead is not available, a blackboard or flip chart may be used. A second paper scoresheet is also required.

Officials

Moderator

The moderator shall facilitate the games within that particular room, ask all questions and designate contestants to answer questions. The moderator may indicate when a contestant has failed to follow the rules, such as answering before being recognized or not starting the answer within the allotted time. The moderator will declare the match winner and shall at all times be in control of the games and the audience. The moderator must be familiar with Horse Bowl rules and procedures of play.

The moderator is NOT responsible for determining whether or not an answer is correct. Nor is the moderator responsible for determining the validity of protests.

Judges

At least one judge is mandatory. This person should be knowledgeable about the subject and familiar with the source material and bowl rules. For animal bowls, a resource veterinarian is also recommended.

The judge is responsible for determining the validity of all answers and protests. The judge may discuss the answer with the veterinarian and/or consult the resource publications. Except for clarification of rules and procedures, the judge should have minimal discussion with the moderator regarding the validity of answers.

Timer

The timer is responsible for accurately running the timing device during games. Neither the moderator nor a judge should be used as a timer. The timer should test all buzzers at the start of each game.

The timer should not offer opinions on bowl questions or answers. Comments should be limited solely to matters regarding timekeeping and/or the working of the buzzer board.

Scorekeepers

Scorekeepers are responsible for keeping an accurate record of each game's scores. Two scorekeepers should be used. One will keep a scoresheet that is clearly visible to the moderator and the contestants, usually on an overhead. The second will keep score on an official paper scoresheet. Scorekeepers should make sure the county and team members' full names are recorded on each scoresheet and that it is clearly indicated when alternates enter a game.

The two scorekeepers should compare their scores at the end of the contest and make sure they are in agreement before a winner is announced. Once the score is agreed upon, team captains should sign the official scoresheet.

Scorekeepers should not offer opinions on bowl questions or answers. Comments should be limited solely to matters regarding scorekeeping.

Teams

A team is defined as not having more than five contestants (four members and one alternate). Only four contestants are seated at the panel at any one time.

Each team will need to designate a team captain. The team captain may sit in any position. Normally, the team captain is seated nearest to the timer. The team captain may ask to put in the alternate and may protest questions and/or answers. The team captain must also sign the official scoresheet at the end of each game.

During a game, the alternate may replace another team member only if the moderator deems it impossible for one of the seated members of the team to continue in the contest or if the team captain or coach requests the replacement of a team member.

During any one game, only one team member may be replaced. The team member removed becomes ineligible to return to that particular game, including any overtime period. The team member removed and the alternate replacement are both eligible to participate in further games in the contest.

Under excruciating circumstances, three members would be allowed to make up a team. Such a team would be seated knowing they were at a distinct disadvantage as they would not be eligible to earn team bonus points and would be unable to earn points during the missing player's one-on-one questions. To avoid this situation, counties are strongly encouraged to work together to form a team of at least four members in order to compete. Teams desiring to play with only three members should inform contest officials prior to the contest.

Coaches

Each team is allowed to have one coach. A team may not have more than one person sharing the coaching duties. Nor may a person coach more than one team. Typically, the coach is an adult leader, but a senior member may coach if they are not competing.

The coach may protest questions or answers and may ask to put in an alternate. They may also ask for clarification of scoring. Otherwise, the coach should not say anything during a contest.

During the contest, coaches must stay in the holding room with their team members. They may bring any materials they wish into the holding room, but they can take nothing into the game rooms. A set of all reference materials will be available for use in the game rooms.

Setting up the Game Room

Game rooms will be set up with the judge and moderator facing the audience and the teams with their backs to the audience. The coaches and alternates will sit behind their respective team but in front of the audience. The timer sits between the two teams.

Numbers should be placed in front of each contestant (1-4) with contestant 1 on each team closest to the timer. A different color should be used for each team. Team captain signs are also helpful.

Scorekeepers may sit wherever they can accurately and conveniently complete their duties. The overhead scorekeeper will need scoresheet transparencies, overhead pens, and a transparency eraser. The paper scorekeeper will need a paper scoresheet for each game, a clipboard, and pencils.

The judge should be provided with a copy of each of the resource books plus a copy of these guidelines. The moderator will need the question packets and a bracket that shows which games are in each round.

Blank paper and pencils must be available to teams for bonus questions.

General Rules

Double elimination brackets will be used. This means every team will have the opportunity to participate in a minimum of two games. A random drawing of teams will determine first round placement in the bracket.

The contest is divided into rounds. The number of games in each round varies with the number of teams that are participating in the contest. The same set of questions will be used for all games in a round.

Each game is divided into two sections. The first section is called "one-on-one" and consists of 8 questions. The second section is called "team play" and consists of 12 questions. If any question is thrown out due to poor reading by the moderator or a decision of the judge, it will be replaced with another question so that the total number of questions asked per game remains constant.

The opposing team will not have the opportunity to answer when an incorrect answer is given during the on-on-one section. During team play if an incorrect answer is given, the moderator will repeat the question for the opposing team and they will have the opportunity to answer.

When contestants are not competing, they will remain in a holding room. Only contestants and coaches may be in the holding rooms. Once a team has lost two games and been eliminated, the members may leave the holding room to watch other games.

Photographs will be permitted only before or after a game. No photos or videos may be taken during the contest.

No type of recording device may be used at any time during the contest, nor is any transcription (shorthand or longhand) allowed. Contest officials should be notified immediately if this is seen to occur. Persons engaging in such behavior will be subject to dismissal from the contest area.

Coaches and contestants will not be allowed to initiate or receive cell phone calls or use any type of electronic device (laptops, PDA's, pagers, etc.) while in the holding rooms. Failure to follow this rule will result in the team being dismissed from the contest.

Spectators also will be asked to turn off all cell phones, pagers, etc. while games are being conducted. Spectators will not be allowed to use any electronic device such as a laptop during the contest.

Team members are not allowed to bring any resource material, paper, or writing implements into the game rooms.

Team members and coaches are expected to wear appropriate 4-H clothing (neat and clean). While many teams choose to dress in matching outfits, this is not required. Short-sleeved shirts may be worn, and they may have their county name on them. Boots are not required.

Either team captain, either coach, or the moderator may call for a "time out" for clarification of a rule, to permit replacement of a team member, or to allow for unexpected problems. A scorekeeper may call for a "time out" to clarify a scorekeeping issue. These "time outs" may be called only after a question has been answered and before the start of the next question.

Unsportsmanlike conduct or any actions which are generally accepted as detrimental to the contest may subject the perpetrators of such actions to dismissal from the immediate area of the contest.

Timing the Games

After the moderator finishes reading a question, contestants have five seconds to ring in. If the five seconds elapse without a contestant activating a buzzer, no points are awarded to or subtracted from either team, and the moderator moves on to the next question.

Once a contestant rings in and is recognized by the moderator, he/she has five seconds to begin the answer. The repeating of the question shall not be considered the initiation of the answer. It is the responsibility of the judge to determine if an actual answer is started within the five second time period.

If a contestant rings in during the reading of a question, the moderator immediately ceases reading the question, and the contestant has five seconds after being recognized by the moderator to begin the answer.

For bonus questions, a 30-second discussion period is permitted for team consultation. The 30 seconds begin after the moderator has completely read a regular bonus question, and after the moderator has read the question and the visual items have been displayed for a visual bonus question. The end of the 30-second period is signaled by the timer. After this signal, five seconds is allowed for the team captain or the team captain's designee to begin the answer.

Scoring the Games

Keeping track of scoring in bowl competitions can be difficult if participants are not familiar with the format used. Scorekeepers, in particular, should review these guidelines before each contest.

Most scores are listed under the individual contestant's name and number. Team bonus points and bonus question points are listed under that column of the scoresheet. All points should be entered on the line matching the question number. Each individual contestant's total is placed at the bottom of their column. These are added for the contestant total, which is then added to the team point total to get the Grand Total.

One-on-one

During the first 8 questions of one-on-one play, a correct answer is +2 points and an incorrect answer is -1 point. If the answer is incorrect, the opposing team is not offered the question.

If a contestant answers the question (correctly or not) prior to being recognized by the moderator, that individual receives -2 points.

If a contestant other than the two designated contestants rings in, that individual receives -2 points. The other contestants are not given the opportunity to answer. During the entire contest (not just a single game), any contestant who responds more than twice to questions directed at another contestant will be replaced at the panel by the alternate. If no alternate is available, the remainder of the contest will be played with less than the full team, and all questions normally addressed to the eliminated contestant will be addressed only to the opposing contestant.

If a contestant rings in but fails to begin the answer within the five-second time period, that individual receives -1 point.

Team Play

During the last 12 questions of team play, a correct answer is +1 point and an incorrect answer is -1 point. If an answer is incorrect, the opposing team has an opportunity to answer.

If a contestant answers the question (correctly or not) prior to being recognized by the moderator, that individual receives -1 point. If the contestant answers the question correctly prior to being recognized, the opposing team is not offered the question and is not offered a new question. If the contestant answers the question incorrectly prior to being recognized, the opposing team is offered the question.

If a contestant rings in but fails to begin the answer within the five-second time period, that individual receives -1 point.

Bonus Questions

Both regular and visual bonus questions are worth 3 team points if answered correctly. All parts of the bonus question must be answered correctly to receive points. No points are awarded for incorrect answers, and partial points are not permitted.

If bonus questions are answered incorrectly, they are not offered to the opposing team and no points are deducted.

Team Bonus Points

If each member of the team seated at that time has answered one question correctly, +2 points are awarded to the team. Correct responses credited to contestants during one-on-one may be carried over to team play.

Once team bonus points have been awarded, a line is drawn across the scoresheet. At that point, correct answers may start to accumulate for another team bonus. Previous correct answers do not count. It is possible for a team to earn several team bonuses.

Warnings

At state contests, no warnings will be issued before points are deducted or other action taken. County contests often allow for warnings to be given before points are deducted.

Protests

No points are ever lost as long as the protest is upheld. The first time a protest is not upheld, no points are deducted, but the team that protested loses its free protest token. Once that token is lost, -1 point is deducted from the team score each time one of its protests is not upheld.

Conducting the Games

Before teams are brought into the game room, the moderator and judge should read over the questions for that game and make any changes necessary. Items for the visual bonus question should be made readily available but not in view to the contestants.

A contest official will determine which teams are to play, following the game order of the brackets.

Starting the Game

Teams are seated at their respective panels with coaches and alternates in their appropriate places. The team captain is identified.

All buzzers should be tested before each game begins.

Full names should be written on the scoresheets. The scorekeeper should also indicate the round number and the age division on the scoresheet.

The moderator should ask if there are any questions. The moderator should also remind the audience that they are to remain quiet and that all cell phones, pagers, etc. should be turned off.

At this point, a door monitor should close the door, and no one should enter or leave the room while the game is in progress.

One-on-one play

The moderator will clearly indicate the start of one-on-one play. Each question will be addressed to only one member of each team, beginning with the number 1 contestants on each

team and progressing with subsequent questions to the number 2, 3, and 4 contestants respectively. The moderator should indicate which two contestants are eligible to respond prior to reading a question.

When an incorrect answer is given during one-on-one play, the opposing team member is not given the opportunity to answer.

No bonus questions will be asked during one-on-one play.

Team Play

The moderator shall clearly indicate the start of team play. During team play, all contestants are eligible to answer the questions.

When an incorrect answer is given during team play, the moderator will repeat the question for the opposing team and they will have one opportunity to answer.

Bonus Questions

The team play section will contain two bonus questions. These questions will be attached to two randomly selected team play questions, usually between numbers 10 and 18. The moderator should clearly indicate which questions have bonus questions attached before asking the team play question. The team that correctly answers the team play question has the opportunity to answer the attached bonus question.

If the team play question is not answered correctly by either team, the bonus question is transferred to the next team play question. The first bonus question may be transferred to subsequent questions until the second bonus question is reached, at which point the first bonus question is lost. The second bonus question may be transferred until the end of the contest when it, too, is lost.

When a team correctly answers a team play question with a bonus question attached, there is a slight pause while the team is given blank paper and a pencil. The moderator then reads the bonus question. If there is a visual, the visual is presented after the moderator has completed the question. The team then has 30 seconds to consult. When the timer signals the end of the 30 seconds, the moderator will ask the team captain to answer or to designate another team member to answer. They then have five seconds to begin the answer.

Completing the Contest

Following the final question, the teams should remain seated until the two scorekeepers have compared their scoring and come to an agreement on each team's total score. The moderator will then announce the scores and ask if the team captains agree with the scoring. Once both team captains have accepted the score, the moderator will declare the winner of the game.

If the score is tied at the conclusion of 20 questions, 5 additional team play questions will be asked using standard team play scoring. If a tie still remains after these five tie-breaker questions, additional questions will be asked. The first team to win a point (or to have a 1 point advantage due to loss of a point by the opposing team) will be declared the winner.

Once the moderator has declared a winner, no protests regarding questions, answers, or scoring will be allowed.

Protesting Questions and/or Answers

Protests of questions or answers may be made only by the team captain or coach, and the protest can be made only at the time the question is read or the answer is given. Once the play has moved on to another question, previous questions and/or answers may not be protested.

When a protest is made, play will be suspended. The protesting team and coach will be given three minutes to support their protest, including finding documentation in the resources. After three minutes, no additional support can be offered unless requested so by the judge. During this time, the opposing team will not be allowed to make any statements.

When the protesting team has finished supporting their protest or the three minutes is up, the judge will consider the protest and make a decision. For the protesting team, this decision is final. The opposing team has the option of accepting the decision or making their own protest of the decision, in which case they would be given three minutes to support their protest, and the judge would again make a decision.

If a protest is sustained, the moderator will take one of the following three actions as instructed by the judge:

1. If a question is protested before an answer is given and the protest is sustained, the question will be discarded and another question asked in its place.
2. If a question is protested after an answer is given and the protest is sustained, the judge may discard the question and ask another, or the judge may allow the question with the appropriate gain or loss of points depending on whether or not the answer was correct.
3. If an answer is protested and the protest is sustained, points will be added or subtracted as appropriate.

Each team will be allowed one free protest token per game. This free protest token remains with the team as long as any protest they make is sustained. This approach will allow bowl teams the confidence to speak up and protest as long as they feel they have correct information. When a protest is not upheld, the team loses its free protest token, but no points are deducted. However, for each ensuing protest that is not upheld, the team is penalized one point. Further protests that are upheld are not penalized. A free protest token not used by the team is not transferable to future rounds.

Therefore, if a protest is not sustained, the moderator, as directed by the judge, will either take away a team's free protest token or have one point deducted from the team.

Abuse of protests will result in one or more of the following, in order:

1. dismissal of team coach from the contest area
2. dismissal of team captain
3. dismissal of entire team with forfeiture of any points or standing

Spectators, parents, and visitors may not protest any question, answer, or procedure during the contest. They may, however, submit in writing to contest officials any suggestions, complaints or protests at the conclusion of the contest.

No source of information is infallible. There may, at times, be answers given which are in agreement with the recommended sources but are, in fact, erroneous. Every effort shall be made to eliminate such questions, but in the event of such occurrence, the judge may challenge the answer and may elect to accept only the correct answer or to discard the question with no loss or gain of points to either team.

Equipment Failure

If the game panel device ceases to function or is believed to be malfunctioning during a game, a "time out" may be called by any contestant, the timer, the judge, the moderator, or either coach. The equipment will then be tested.

If it is determined that there was an equipment malfunction, the equipment will be replaced if possible and play resumed. Continuation of the game using faulty equipment would be at the discretion of the judge in consultation with the moderator.

Scores accumulated up to the point of the "time out" shall stand and all further points awarded during the remainder of the game added to or subtracted from this total. If the judge and moderator deem it advisable, points awarded for the two questions asked immediately prior to determination of equipment failure may be recalled and two additional questions asked.

Under no conditions shall there be a replay of a game in which there was equipment failure.

Awards

Team Awards

The rank of teams will be determined primarily on their win-loss record. To place teams eliminated in the same round, the losing team which has won the most total points in all games played will be awarded the higher rank.

Individual Awards

Scores will be kept for each individual contestant. Only those individuals who have participated in two or more games will be considered for individual awards. All points (plus or minus) earned by individuals during any or all tie-breaker questions are added to the participant's overall total.

Individuals will be ranked according to their average score for the entire contest. Tie-breakers are, in order, the high two game scores, the high individual round score, the total number of points earned in the contest, and the overall team placing in the contest.

County Variations

As stated at the beginning of these guidelines, county contests may vary from the procedures used at State events. Variations are acceptable as long as all contestants, officials, and spectators know about them in advance. Following is a random list of different rules counties use to conduct their contests.

- Most counties do not have enough participants to do a full double-bracket tournament. Instead, they will have each individual play a set number of games, usually from two to five. The important point is to make sure all individuals play the same number of games.
- Some counties form teams by random drawings; others have clubs form teams.
- Many counties mix the teams up between games so that the same people are not always playing against each other.
- Since there may not always be four players on each team, sometimes not all questions are used in one-on-one play. For example, if there were only three players on each team, questions four and eight would be skipped.
- Some counties play two games and then determine the top two or three individuals. These are pulled out and another game or two is played to determine the ranking of the rest of the individuals.
- Most counties do not use bonus questions or do not use visual bonus questions.
- The number of questions used per game varies from county to county.
- Some counties use all team play questions and do no one-on-ones.
- If a question is answered incorrectly during team play, all other players are eligible to answer when it is reread, not just the opposing players.
- No team bonus points are awarded.
- Most counties do not use the Horse Industry Handbook as a source for Horse Bowl.
- Juniors are often given 10 seconds to ring in and to begin their answer.
- Junior questions often come from fewer sources.
- As a whole, county contests allow for a slight relaxation of the rules and do not demand the precision of answers required at state contests.