Texas A&M AgriLife Extension

Quiz Bowl

Contest Rules and Guidelines

Updated August 2026

Contents

Introduction 2

Team Selection 2

Contest Rules 3

- Contestant Age & Team Structure 3
- Reference Material 3
- Requirement to Submit Questions 3
- Question Types 4
- Match Procedures 4
  1. Double elimination 4
  2. Starting the Contest 4
  3. Reading & Answering of Questions – General Overview 4
  4. Reading & Answering of Questions – By Question Type 6
     a. One-On-One questions 6
     b. Toss-Up and Toss-Up with Bonus questions 6
  5. Team Participation Reward Points 7
  6. Tie-breaker for Contest 7
  7. Completing the Contest 8
- Spectators & Viewing 8
- Equipment Failure 8
- Time Outs 8
- Protesting 9
- Code of Conduct 10
- Cell Phones and Other Electronics 10
- Scoring 11
- Awards & Placings 11
- Game Officials Job Descriptions 12

Question Development 13

Equipment & Equipment Sources 14

Contest management instructions 15

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

INTRODUCTION

The quiz bowl contests provide an opportunity for youth enrolled in 4-H projects to demonstrate their knowledge on a specific subject matter in a competitive setting where attitudes of friendliness, cooperation, and fairness prevail. Quiz bowl guidelines can be adapted and used for any 4-H project or officer training, or as a tool to teach knowledge and skills about 4-H in general.

A quiz bowl is not meant to be a memorization process, in that members only study questions and know the answers to those questions. It is a motivational tool to provide a FUN way to encourage members to learn project information.

Quiz bowls teach such life skills as self-discipline, observation, listening, and making and defending decisions. They teach members to:

- Develop reasoning and critical-thinking abilities;
- Make sound decisions;
- Improve their personal skills;
- Develop quick and accurate powers of observation;
- Express themselves concisely;
- Develop poise, self-discipline and self-confidence;
- Develop project knowledge and skills; and
- Participate as a member of a team, thus developing cooperation and teamwork among project members.

TEAM SELECTION

Leaders should develop a systematic way to track each 4-H member's progress. Establish written guidelines to select the teams and make them available to each interested project member at the beginning of the project. These guidelines should set a time-line for selecting teams and clarify requirements for participation on a county team (attend practice sessions, attend contests, etc.).
Some suggestions include (but are not limited to):

- Conduct county contest, utilize results to determine team rankings
- Conduct county contest, keeping individual scores on each participant. The top scores in each age division will form the county team.
- Prepare and give written quizzes, with the high-scoring individuals in each age division to constitute the teams.
- Members should not be excluded or included on a team based on whether the leader/coach dislikes or likes the member.

CONTEST RULES

Contestant Age & Team Structure

1. Texas 4-H Quiz Bowl contests can be divided into three divisions based on the member's grade as of September 1 of the 4-H year the contest is held
    a. Juniors: 3rd – 5th grades
    b. Intermediate: 6th – 8th grades
    c. Seniors: 9th – 12th grades

    NOTE: *Some county and district level contest may combine Juniors/Intermediates on teams. Please contact your county office for specific rules.*

IMPORTANT 2. Quiz Bowl Teams will be comprised of **four** (4) members. This is to ensure teams advancing to National contests have the minimum number of contestants (4) required at all National contests.
    a. For contests where individual high points are tracked, contestants must remain in SAME seat number (1, 2, 3, 4) throughout entire tournament.

Reference Material

All questions used in the quiz bowl contest will come from the official sources. See the individual contest supplement for a complete list of reference materials.

Question Types

1. There will be three types of question used, 1) One-on-One, 2) Toss-Up, and 3) Bonus
    a. **ONE-ON-ONE** questions are those to which only **one member** of **each team** may respond in a **head-to-head match** between the acknowledged members of each team. These points will count toward individual and team scores.
    b. **TOSS-UP** questions are open to response by all contestants. These points will count toward individual and team scores.
    c. **BONUS** questions are attached to toss-up questions and are given to the team that correctly answered the toss-up question. These points will count toward a team scores only and do NOT count towards individual points. No more than 25% of toss-up questions will have a bonus question attached and in general will be somewhat more difficult.
2. The number of questions used per round will be up to the contest management but must include at least eight (8) one-on-one questions, sixteen (16) toss-up questions, and two (2) to four (4) bonus questions.
    a. The number of questions asked during one-on-one play must be evenly divisible by 4 to assure each team member an opportunity to respond to the same number of questions.
    b. No more than 25% of all toss-up questions should have a bonus attached.
3. The number of questions may be increased in later matches. **For state contests**, it is recommended that the following strategy is utilized in developing question sets:
    a. For rounds 1-4 of the contest, use the scenario laid out in #1 above.

b. When 8 or fewer teams remain in contest, increase number of questions in each set to include at least sixteen (16) one-on-one questions, twenty (20) toss-up questions, and up to five (5) but not fewer than three (3) bonus questions.

Match Procedures

1. **Double elimination** - For district and state contests, each contest is a double elimination tournament where a total of two losses are needed to eliminate a team from further competition.
    a. Order of teams will be drawn at random. A bye system should be used if an odd number of teams enter. The number of teams participating, and the time allowed for the contest will determine the exact procedure followed.
    b. County, invitational, and other contests may choose to use a single elimination tournament but should consider using double elimination whenever time and space permit.

2. **Starting the Contest**
    a. The bowl coordinator or moderator chooses which team is Team A and which is Team B.
    b. The designated team captain is seated at in position number one.
    c. Teams are assembled and seated at their respective panels and each contestant given the opportunity to check the equipment.

3. **Reading & Answering of Questions – General Overview**
    a. The moderator will read all questions, indicating the question number and, when applicable, designating the chairs eligible to respond.
    b. No part of the question (one-on-one, toss-up, or bonus) will be repeated, nor will any additional information be given to the contestants relative to the question.
    c. Before play, the moderator will announce the method by which they will acknowledge contestants.
        i. A **one (1) point penalty** will be deducted from the individual and team score if a contestant answers a question **before** being acknowledged, even if the given answer was correct.

IMPORTANT

    d. If a question was read to COMPLETION, **contestants have five (5) seconds** to buzz in to indicate they want to answer the question.
        i. If no contestant activates their buzzer within the time (5 seconds), no contestant or team shall lose or gain any points. After the response time has elapsed, the answer will be given, and the next question read.
        ii. If a contestant activates their buzzer within the time (5 seconds), they must be ACKNOWLEDGED before they can answer the question. After being acknowledged, the contestant **has five (5) seconds** to start a valid answer. It is the responsibility of the acknowledger to determine if an actual answer was started within the 5-second time limit. This ruling cannot be protested.
            1. Since the question was read to completion, the moderator/judge(s) may ask the contestant to explain, expand, be more specific, or clarify their answer.
            2. Based on the contestants answer, points will be awarded or deducted accordingly, correct answers will be given accordingly, the score will be announced, and the next question read (in no instance will the same question be turned over to the other team).

IMPORTANT

e. If a question is INTERRUPTED by a buzzer being activated DURING the reading of the question, the moderator will immediately cease reading the question. The contestant responding has **five (5) seconds,** after being ACKNOLWEDGED**,** to begin their answer.

   i. Since the question was interrupted, the moderator/judges will not be allowed to ask for any type of clarification of the answer given.

   ii. If the answer given is correct for the entire question (both read and unread portions), it will be accepted. If the answer given is correct for the portion of the question read aloud, but wrong for the remainder of the question, the answer will not be accepted.

   iii. Based on the contestants answer, points will be awarded or deducted accordingly, correct answers will be given accordingly, the score will be announced, and the next question read (in no instance will the same question be turned over to the other team).

f. The first answer(s) given by contestant will be accepted as the official answer, including multiple response questions. Repeating the questions will not be considered the initiation of the answer.

   i. If the answer given is the same as the expected answer OR implies the same as the expected answer, it will be accepted and points awarded accordingly. If the answer is different than the expected answer, it will be referred to the judge(s) for a decision.

   ii. If the answer given is incorrect or incomplete (or not attempted after activating buzzer), points will be deducted accordingly.

IMPORTANT

g. **The correct answer will be given** for any question answered incorrectly, incompletely, and those not attempted by either team. Additionally, alternate acceptable answers will be given when more than one answer was available.

h. **The judges and/or moderators will be allowed to verify an answer, or the validity of a question. If verification cannot be made, the question will be replaced.**

i. If a question is thrown out, either due to poor reading by the moderator or a decision of contest officials (referee/judge, timer, scorekeeper), it will be replaced by another question so that the total number of questions to be asked remains consistent.

~~j.~~ At the end of each question, the **scorekeeper announces the gain or loss of point**, as well as the total of each team.

   i. See Section titled “Scoring” for point values

4. Reading & Answering of Questions – By Question Type

a. **One-On-One questions** are those to which only **one member** of **each team** may respond in a **head-to-head match** between the acknowledged members of each team. These points will count toward individual and team scores. One-on-One questions are the first type of questions (usually 8 or more) asked during a match.

   i. The moderator shall clearly indicate the start of one-on-one play.

   ii. Prior to reading the question, the moderator shall indicate which two contestants are eligible to respond.

   iii. Each question shall be addressed to only **one member** of **each team**, beginning with the number 1 contestant of each team and progressing with subsequent questions to the number 2, 3 and 4 contestants, respectively.

      1. If any contestant other than the two designated contestants responds, that **individual and the team will lose one (1) point**

a. If any contestant responds more than twice to questions directed to another contestant, they could be disqualified from the game play. The remainder of the match 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.

iv. There will be an equal number of one-on-one questions per contestant per match.

v. There will be no toss-up or bonus questions asked during the one-on-one period.

vi. The **scorekeeper announces the gain or loss of point**, as well as the total of each team at the end of each question.

1. The point value of a response to a one-on-one question will be as follows:

a. Correct response = +1 points (individual and team)

b. Incorrect response = loss of 1 point (individual and team)

c. If both contestants to whom a question is addressed fail to signal to attempt an answer in the 5-second allowed time, neither contestant nor team shall lose or gain any points. The answer will be given, and the next question read.

b. **Toss-Up and Toss-Up with Bonus questions** are open to response by all contestants. These points will count toward individual and team scores. Toss-up and Toss-up with Bonus questions are asked after One-on-One questions have been asked in the match.

i. The moderator shall indicate clearly the start of toss-up questions.

1. The point value of a response to a toss-up question will be as follows:

a. Correct response = +1 point (individual and team)

b. Incorrect response = loss of 1 point (individual and team)

c. If no contestant signals to attempt an answer in the 5-second allowed time, neither contestant nor team shall lose or gain any points. The answer will be given and the next question read.

ii. The moderator shall indicate clearly when a bonus question is attached to a toss-up question.

1. If a team correctly answers a toss-up question that has a bonus attached, the team will have an opportunity to answer a bonus question.

IMPORTANT

2. The moderator reads the bonus question and a **10-second discussion period** is permitted for team consultation to determine the answer. The end of the 10-second period is signaled by the timer. At the signal from the time, a **5-second period** is then permitted for the designated **team captain OR designee**, chosen by the team during consultation, to BUZZ IN and begin answering the bonus question AFTER BEING RECOGNIZED.

3. All parts of bonus questions must be answered correctly with no partial points permitted, regardless of the number of parts of the question answered correctly.

4. The point value of a response to a bonus question will be as follows:

a. Correct response = 2 points (Does not count toward individual points or towards team participation reward points)

b. Incorrect response = no points lost

c. No answer = no points lost

5. **Team Participation Reward Points**
    a. In order to encourage full team participation, Team Participation Reward Points will be awarded in each match to teams that meet the criteria. During play, a two (2) point Team Participation Reward will be given to teams that have each team member correctly respond to a one-on-one or toss-up question (not bonus question).

    b. To obtain Team Participation Points, each member of the team must have correctly answered a question OTHER than a bonus question.

    c. Once a team has earned the Team Participation Points, they may then begin repeating the process to earn additional Team Reward Points. There is no limit to the number of times a team is eligible for Team Reward Points.

    a. No team will be credited toward a Team Participation Reward with a member's second correct response until the first Team Participation Reward has been awarded.

6. **Tie-breaker for Contest**
    a. In the event of a tie after the designated number of questions, five (5) additional toss-up questions will be asked.

    b. If a tie still remains after the five-question overtime, the moderator will continue to read toss-up questions, each being worth one point. The first team to win a point (or because of a loss of a point by the other team has a 1-point advantage) will be declared the winner.

    c. Points for Team Participation Rewards will NOT be given during the overtime period, nor will Bonus questions be asked in the overtime period.

IMPORTANT **d. Tie breaker points do NOT get added to individual scores, nor do they provide credit towards Team Participation Reward Points. They are used to break match ties only.**

7. **Completing the Contest:** Following the final question, the team with the highest number of points shall be declared the winner of that match.

IMPORTANT **a. Once the moderator has declared a winner based on the scores, there shall be no protest.**

b. There shall be no protest of any questions or answers following the declaration of the winner.

c. Winners of each match advance to the next round of competition.

Spectators & Viewing

1. Only the contestants and contest officials are allowed in the contest room during the preliminary matches. As determined by contest officials, audiences may be permitted to watch the final match(s) and this will be announced during orientation. if applicable. Any audience member making excessive noise or movement that could influence a team's answer will be asked to leave the contest.

2. Contestants are not allowed to bring any items into the contest room with them, including but not limited to phones, smart devices, recording devices, or scribing materials.

    a. This rule will be enforced for the audience as well if allowed to observe during the final(s) round.

Equipment Failure

1. It shall be the responsibility of each contestant to assure themselves that all equipment is operating correctly at the start of the match.
2. If the device being used ceases to function during a match or is believed to be malfunctioning, a "time out" may be called by **any contestant and/or the moderator**
3. If after checking it is determined that there is an equipment malfunction, the faulty part(s) will be replaced and play resumed.
4. Scores accumulated up to the point of the "time out" shall stand and all further points awarded during the remainder of the match added to or subtracted from this total.
    a. If both referee judges or one referee judge and the moderator deem it advisable, points awarded for the two (2) questions asked immediately prior to determination of equipment failure may be recalled and two (2) additional questions used.
5. Under no conditions shall there be a replay of a match in which there was equipment failure.

Time Outs

1. Time outs, of any type, are allowed only after a question is answered and before the next question is started.
2. Any **contestant** or the **moderator** may call for a time out for equipment failure, for clarification of a rule, or to allow for unexpected problems.
3. **Team captains** are given unlimited 1-minute time-outs, which can be used for rule clarification, equipment check, to boost team morale, discuss team strategy, etc.

4. Abuse of time-out provisions may result in one or more of the following:
    a. Dismissal of team member.
    b. Dismissal of entire team with forfeiture of any points or standing.

Protesting

1. **Any team member** may declare an unofficial protest to a question or answer to a question, but only at the time a particular question is read or the answer is given. Once an unofficial protest has been made, the team lodging the protest has a 10-second consultation period to declare an official protest. The team captain buzzes in and announces the team's intent to lodge an official protest.
2. When an official protest is made, play will be suspended until the protest is resolved.
    a. If the protest focuses on contradicting information from the official references, contest officials bring the official references to the contest room for the teams use. *Any type of question (one-on-one, toss-up, or bonus), or the answer to any type of question may be protested.*
        i. Once official references are present, the protesting team will then be given 2 minutes to support their protest.
    b. If the protest focuses on game play rules, equipment failure, or other issues, contest officials will refer to the Texas 4-H Quiz Bowl Guide for instruction and may defer judgment to contest superintendents.
3. A protest committee will consider the protest. Their decision in all cases is final. The moderator and the referee judges will consider the protest and must agree on the acceptability or rejection of any question and/or answer and the subsequent actions to be taken. If no referee judge is present, both the moderator and at least one other contest official (scorekeeper, timer) must agree on the actions to be taken.

IMPORTANT a. A **one (1) point team penalty** will be assessed if the protest is not upheld.

4. Depending on exact situation, the moderator will take one of the following actions as is deemed appropriate:
    a. A **question** is protested ***before*** *an answer* is given, and the protest sustained -- discard the question. A substitute question will be read.
    b. A **question** is protested ***after*** *an answer is given* (correct or incorrect) -- the moderator and referee judge(s) determine the validity of the protest of the question. The question may then be discarded at no loss of points and a substitute question will be read, or the question may be allowed with the appropriate gain or loss of points.
    c. An **answer** is protested (either correct or incorrect) – the moderator and referee judge(s) determine the validity of the protest. Points will be added or subtracted as appropriate.
    d. There shall be no protest once the moderator has declared a winner based on the scores.
5. Abuse of protest provisions may result in one or more of the following:
    a. Dismissal (or replacement) of team captain.
    b. Dismissal of entire team with forfeiture of any points or standing.

    No source of information is infallible. There may at times be answers given to questions, which are in agreement with the recommended sources, which are in fact erroneous or out of date. Every effort shall be made to eliminate such questions, but in the event of such occurrence, the referee judges and moderator may agree to:
    c. To accept the answer and give an explanation of the correct or up-dated information for future use of the question.
    d. To accept only the correct answer.
    e. Replace the question to the appropriate contestants

f. In an instance where there is a conflict of information between sources, the most recent source (publication date) will prevail.

6. Spectators, parents and visitors may not protest any question, answer or procedure during the course of play. They may, however, submit in writing to the contest officials any suggestions, complaints or protests at the conclusion of the contest. Unseemly behavior, 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.
7. If a score is protested, the official scorekeeper's records are reviewed. If used, the scoreboard attendant's record is unofficial and posted merely as convenience for the participants where appropriate.

Code of Conduct

1. Unsportsmanlike conduct may result in one or more of the following:
    a. A warning;
    b. Dismissal of the team member;
    c. Dismissal of the whole team.
2. The moderator, judge(s), timer, and/or scorekeeper will decide what action to take.
3. Spectators demonstrating unseemly behavior, 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.

Cell Phones and Other Electronics

1. NO recording equipment, including but not limited to, cell phones, smart devices, tablets, video cameras, movie cameras, tape recorders or any other type of camera may be used during the competition.
2. Cell phones and other electronics will not be allowed in the contest room. Violation of this rule will result in dismissal from the game of the team member.
3. Transcribing contest questions by any means is prohibited. There will be NO handwriting, typing, recording or computer use in the contest rooms. Affiliated teams will be eliminated from the competition for violation of this rule.

Scoring

1. **One-On-One Questions**
    a. Correct ..... +1 individual and team
    b. Incorrect..... -1 individual and team
    c. A contestant other than the two designated contestants responds ..... -1 individual and team
2. **Toss-Up Questions**
    a. Correct ..... +1 individual and team
    b. Incorrect..... -1 individual and team
3. **Bonus Questions**
    a. Correct ..... +2 team only
    b. Incorrect.....No points lost
4. **Miscellaneous**
    a. Answering without signaling (buzzing in)..... -1 individual and team
    b. Answering without being acknowledged by moderator..... -1 individual and team
5. **Team Participation Reward Points**
    a. Each member of team **correctly answers a *ONE-ON-ONE or a TOSS-UP*** question ..... +2 team only
        i. A team member does NOT get credit towards Team Participation Points for correctly answering a Bonus question
    b. No answers will accumulate toward a second team reward for that team until the first team reward points have been given
6. **Protesting**
    a. Not upheld .....-1 team only
    b. Upheld .....No penalty points lost, original points award to team/individual if warranted
    c. Abused .....Dismissal of team and loss of all points
7. **NOTE for National Participants**: Point values may be different at National contests

Awards & Placings

1. **Team Awards**: The number of placings will be determined by contest superintendents
    a. The rank of teams will be determined on the basis of their position within the double elimination brackets. After two losses, the teams eliminated in the same round will be placed on the basis of the higher score in the eliminating round.
    b. **TIES** for team awards will be broken on the basis of: first, higher score in the eliminating round, second, high average score for the entire contest; third, highest match score in entire contest.
2. **Individual Awards**: **State contests** will give individual awards in addition to team awards. County and District contests are not required to do so but may consider giving individual awards.
    a. Scores will be kept for each individual contestant. The number of placings will be determined by contest superintendents.

IMPORTANT

b. Only those contestants who have participated in **THREE OR MORE** matches will be considered for the top individual awards (may be modified for Invitational & District Contests).

   i. The rank of individuals will be determined on the basis of their **THREE (3) highest match scores** during the contest.

   ii. **TIES** for individual awards will be broken on the basis of: first, high average score for the entire contest; second, highest individual match score; and third, total number of points earned in the contest.

Game Officials Job Descriptions

1. **Bowl coordinator** - The bowl coordinator must have organizational skills and be able to work well with people. He or she should also be able to delegate responsibility to others. Knowledge of the subject matter helps, but is not required. The bowl coordinator should study 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.
2. **Moderator-** The moderator shall assume the direction of the matches within that particular room, ask all questions, and designate contestants to answer questions, and accept or reject all answers unless the questions and/or answers are challenged. The moderator may indicate when a contestant has exceeded the allocated time for a question. The moderator will declare the match winner and shall at all times be in control of the matches.
3. **Referee Judges** - At least two referee judges are recommended and must be knowledgeable on the subject matter. When a team protests a question or answer, the referee judge(s) must agree on the acceptability or rejection of any question and/or answer and subsequent actions to be taken. They may consult with the moderator and bowl resource publications if any question arises about a team's answer. In all cases, the referee judge serves as the final authority and their decision cannot be protested. At county and district contests, moderators with appropriate subject matter expertise may serve as a referee judge when there are limited personnel available.
4. **Time Keeper** - Unless this duty is assumed by the moderator or by a referee judge, the time keeper will monitor all time intervals and designate when time of response has been exceeded and will handle all controls of the game equipment. It is strongly recommended that neither the moderator nor a referee judge be used as a time keeper.
5. **Score Keeper** – One person records all points gained/lost and the running tally on the official score sheet. After each question they verbally announce the running, even when there is no change in points. At county and district contests, this duty may be assumed by the moderator or referee judge. It is strongly recommended that the timekeeper not assume this duty.

QUESTION DEVELOPMENT

1. Whether developing questions for county, district, or state contests, keep the following in mind:
    a. All questions should come from the list of approved reference materials ONLY
    b. Questions should avoid being one-line questions that create buzzer races, which test reflexes and memorization skills and, rather, should be developed to test deep, relevant academic knowledge.
    c. Questions should be realistic and based on relevant and academically important knowledge rather than "details" found in reference material. When writing question, ask yourself "would the coach or county agent know the answer?" If not, the question should be discarded.
    d. Do not record information word-for-word from reference material.
    e. Make questions innovative and interesting and the answers accurate and complete. If a question has several potential answers, all should be listed.
    f. Try to put the "key word" of the question towards the end.
    g. Questions can be asked in several formats, including open-ended, definitions, multiple choice, fill in the blank, and true/false. For senior level contests at district and state, avoid true/false questions.
    h. Questions should be appropriate for the age division of the contest. When developing question sets for junior/intermediate contests, consider utilizing more multiple choice and/or true/false questions. Also consider the appropriateness of the subject for that age group.
2. To ensure high quality, questions should:
    a. Be clear and free from ambiguity.
    b. Be concise and unencumbered by superfluous words and phrases. Do not make a question so long or complex as to make it difficult for the 4-H'er to recall the question.
    c. Be grammatically correct and free from spelling and typing errors.
    d. Use vocabulary appropriate to the age/educational level of 4-H participant.
    e. Avoid stereotyped or slang language.
    f. Avoid "trick" questions that are intentionally misleading.
3. Questions should be of varying difficulty levels, both within age groups and across age groups. Some may be entirely appropriate for seniors based on difficulty and/or subject matter but would not be appropriate for junior contestants. Conversely, not all junior questions should be easy. However, all junior-level questions should be considered "fair game" as senior-level questions as well.
4. Who develops the questions?
    a. Questions may be developed by project leaders, youth members, Extension staff or others.
    b. To further involve project members in the learning process, a project leader could assign each member to develop a certain number of questions from a specific reference. Ideally, the assignment should relate to a topic addressed at that particular meeting, or the next one, to reinforce the materials taught/or to be taught.
5. Questions should be reviewed by one or more individuals to ensure they are relevant and up-to-date with the newest information, that all acceptable answers are included, and are not ambiguous or misleading.

EQUIPMENT & EQUIPMENT SOURCES

A quiz bowl can be held without electronic equipment. However, electronic equipment does add more excitement and accuracy to the event. Additionally, all District and State competitions will utilize electronic equipment.

1. Game panels - An appropriate device will be used which will provide a clear indication of the first contestant to respond to a question.
2. Time Recorders – If game panels do not have timers, a stop watch or other appropriate time device will be required.
3. Score Keeping Devices – Printed score sheets will be used to maintain official record of individual and team scores. An oral tally will also be given after the official scorekeeper completes each question. Contest coordinators may choose to also utilize a visual scoring device, such as a blackboard, flip chart or electronic light display, so that team scores are visible to the contestants at all times. The visual scoring device can be maintained by the official score keeper or by a second score keeper.

Electronic equipment is available from commercial sources or may be built by a local resource person. Costs range from $450 to more than $700 to either build or buy quiz bowl equipment. To make equipment last longer, we recommend use of a heavy-duty carrying case to protect it from dust, transport damage, etc. There are different types of electronic equipment, some are simple table top buzzers without timing devices and others are sophisticated systems with up to ten handheld signaling devices. Study information on potential equipment choices carefully before making a final selection. Below is description of equipment used at State 4-H quiz bowls:

- Four (4), hand held signaling units for each team, total of eight (8) units needed for contest (wired or wireless options are both used)
- Built in timing clock display, with 5-second and 10-second timers
- Indicates first player to signal and locks out future signals until being reset

For general descriptions and current prices on quiz bowl equipment the following is a suggested vendor. Others may be available. *This list does not imply endorsement of any of the products nor of the equipment sources by the Texas A&M AgriLife Extension Service. It is provided for reference only.*

ZEECRAFT, INC.
Rt. 2, Box 157H
New Milford, PA 18834
1-800-662-7474

CONTEST MANAGEMENT INSTRUCTIONS

Site Criteria

If a quiz bowl is used to supplement your 4-H project meetings, you can conduct it in an informal environment—a leader's house, school, etc. However, as a competitive event on the county, district or state levels, a more formal environment is needed.

Space requirements and set-up

1. Check-in area – should be located in a hallway near contest rooms
2. Holding room – large enough to seat entire participation list plus parents/coaches
3. Contest rooms – large enough for moderator table/chairs and contestant table/chairs while leaving space between the contestants and the judge/moderator, and the judge/moderator and the audience
    a. The number of contest rooms needed depends on the number of teams competing. Events with more than 6 teams competing will benefit from two or more contest rooms.
    b. If final round is conducted before an audience will need at least one contest room large enough to accommodate seating for audience
4. Restrooms should be close to contest area
5. Provide appropriate area to conduct the awards presentations, possibly the holding room

Equipment and Supplies Check-List

- ❑ Tables and chairs for the moderator, judge(s), contestants and check-in area, chairs for the audience if spectators are allowed to watch the final round
- ❑ Electronic buzzer set for each contest room AND spare sets of buzzers, check to ensure working
- ❑ Extension cords, power strips or a multiple outlet cord, electrical adapter for three-prong plugs
- ❑ Contest bracket, can use on-line bracket systems and/or paper brackets posted on walls
- ❑ General supplies (Pens/pencils, tape, scissors, etc.)
- ❑ Clip boards, one per contest room plus extra
- ❑ Quiz Bowl score sheets for each round
- ❑ Signs to identify rooms: Check-in/Registration, Orientation/holding rooms, Contest rooms, Committee Orientation, Awards/Recognition Program, and others as needed.
- ❑ Question packets for each age division for each round, tie-breaker questions, extra questions
- ❑ Complete set of reference materials
- ❑ Orientation sheets and/or contest rules
- ❑ Awards and certificates/participation ribbons for all participants (optional)
- ❑ Table tents identifying team members by number and letters (ie 1A, 1B, 2A, 2B)
- ❑ Objects used to track individual points (ie token, beads, turning of table tent, etc)

Management Team Prep Meeting

To prepare agent and volunteer workers, assign duties (moderator, judge, buzzer operator) prior to contest day and arrange to have a volunteer orientation meeting on the contest day. All agents and volunteers working the contest should attend this meeting, even if they have extensive quiz bowl experience. Schedule enough time to answer questions, practice a mock bowl contest, and work with equipment.

1. Welcome and thank volunteers for their participation, check to see that all workers are present. Make introductions if needed.
2. Explain how the contest will be run.
3. Review job description for all workers, including registration/check-in, moderator, judge, timer/buzzer keeper, scorekeeper
4. Give basic reminder of rules
5. At the county level, keep the bowl low-key and fun! Give the judge(s) instructions on how lenient to be (especially for junior division).
6. Demonstrate how to use equipment and then conduct a mock contest using equipment.
7. Let the volunteers know that bowl coordinator is available if they need help.
8. Give directions to rooms where the bowl games will be held.
9. Explain the brackets and the how the order of games will be played.
10. Explain the awards/recognition procedures/program.

Participant & Coaches Meeting

Hold this meeting between registration and the start of the bowl contest, allow enough time to review basic rules and answer questions from participants and coaches.

1. Welcome the participants and coaches and give overview of basic rules
    a. Double elimination tournament, must lose *twice* before done. Participants may leave the bowl when their last game is over, or may stay to watch final round (if applicable). Describe how/where brackets are posted
    b. Types of questions
    c. Process for buzzing in and answering questions
    d. Scoring system
    e. Time-outs
    f. Protests
    g. Tie-breakers
2. Give instructions for the awards/recognition ceremony.
3. Give instructions for lunch, snacks, building rules, etc.
4. Stress fun and learning rather than competition!
5. Answer questions from participants.